

DORMITORY HOUSING AND MEAL PLAN AGREEMENT

Intensive English Program and Semester at CSUN Payment Plan for Spring & Spring Mid Entry 2013

PART 1 – STUDENT INFORMATION (PRINT OT TYPE)			
LAST NAME		FIRST NAME	
DATE OF BIRTH (MM/DD/YYYY)	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female		CSUN ID#
MAILING ADDRESS <i>Street</i>			Apt/Unit #
City		State	ZIP
PHONE	EMAIL		
EMERGENCY CONTACT FAMILY MEMBER (REQUIRED)		EMERGENCY CONTACT PHONE NUMBER (REQUIRED)	

PART 2 – PAYMENT SCHEDULE Please indicate which term you wish to attend by checking the correct box.
This schedule applies to IEP (Intensive English Program) and Semester at CSUN students moving into ExL on-campus dormitories for the term as specified below.

TERM	RENT <i>(includes a meal plan)</i>	DATES	TOTAL
<input type="checkbox"/> Spring IEP 2013	Double Room	January 15-May 25	\$ 6,270.00
<input type="checkbox"/> Spring IEP 2013	Single Room	January 15-May 25	\$10,450.00
<input type="checkbox"/> Spring Mid Entry IEP 2013	Double Room	March 19-August 3	\$ 6,600.00
<input type="checkbox"/> Spring Mid Entry IEP 2013	Single Room	March 19-August 3	\$ 11,000.00
<input type="checkbox"/> Spring 2013 – Semester at CSUN	Double Room	January 15-May 25	\$ 6,270.00
<input type="checkbox"/> Spring 2013 – Semester at CSUN	Single Room	January 15-May 25	\$10,450.00

PART 3 – APPLICATION AGREEMENT. IMPORTANT - Please read carefully before completing this application.

- Submission of a completed housing & meal plan application form is not a guarantee that you will receive IEP housing. Once your payment has been processed you will receive a confirmation letter via email.
- For security reasons, the student's room number will not be provided until the student checks into housing.
- Students may only check in Monday-Friday from 9:00am to 4:00pm. This does **not** include holidays.
- Students checking into dorm rooms are the only people who can sign and receive their dorm keys.
- Students who arrive earlier than the check-in date need to find a hotel or pay day rate to move into IEP housing. A Day Rate Contract must be approved if you arrive before your check in date.
- There will be no prorated refunds for students who check in late or leave early.

- By signing and submitting this application, I am stating that I have read and accepted the terms of the IEP Dormitory Housing and Meal Plan Agreement.
- I understand that the Dormitory Housing and Meal Plan Agreement is for the entire session as I indicated/specified above.
- I verify that the information I have provided on this application is accurate.
- I agree to guarantee payment of this contract.

NAME OF PERSON(S) MAKING HOUSING PAYMENT <i>(can be different from above person)</i>		
ADDRESS <i>Street</i>		Unit/Apt
City	State	ZIP/Country

- I (we) have read the above options and have selected one option.
- I (we) agree to the items outlined under this option.

STUDENT SIGNATURE <i>(IF NOT STUDENT, PLEASE IDENTIFY YOURSELF)</i>	DATE
PARENT'S OR GUARDIAN'S SIGNATURE IF STUDENT IS UNDER 18 YEARS OF AGE	DATE

OFFICE USE ONLY	Application and Assignment Checklist			Room Assignment	
Application Receive Date	Action	Initials	Date	Hall	
	Application entered into Solar System			Room	
Payment Receive Date	Meal Plan created			Date assigned	
	Confirmation Letter sent				

PART 4 – ROOMMATE PROFILE. *While we hope that completing the roommate profile is beneficial, ExL Housing is not responsible or accountable for any roommate matches that are unsuccessful.*

DO YOU SMOKE? (All CSUN Dormitories are NON-SMOKING)

DO YOU PREFER TO STUDY IN YOUR ROOM?

DO YOU GO TO BED Early Late

DO YOU HAVE A FRIEND YOU WANT AS A ROOMMATE? Yes No If yes, provide the student's name

OTHER COMMENTS

HOUSING AND MEAL PLAN AGREEMENTS AND REGULATIONS

Payments - In order to guarantee a bed space, payment is due at the time this agreement is signed. Please submit payment with this license agreement. Once your license agreement and payment have been received, an email confirmation will be sent to you if a bed space has been assigned. If a bed space cannot be assigned to you, a full refund will be provided.

Type of Payment - Payment may be made by credit card, personal check drawn on a U.S. Bank, Traveler's check in U.S. dollars for the EXACT amount, or Cashier's Check (bank draft). Make housing payment payable to "CSUN." The credit card authorization form can be accessed at the following: <http://tsengcollege.csun.edu/studentinfo/housing>

Cancellations - The written cancellation request must be submitted to the IEP office. 100% refund is permitted only under the following conditions for new applicants and continuing students: Notification of cancellation is received by fax, email or mail courier by the IEP housing office by 4:00 p.m. PST five business days before the start of the housing contract. Abandonment of your apartment is not the same as a cancellation. You are still responsible for housing payments whether you occupy your dorm room or not, unless ExL approves your cancellation from Dormitory Housing agreement.

Room Change - Changing room without permission of ExL Housing office or letting somebody else take your bed space is prohibited. Please notice that you are the person who takes responsibility of the bed space. Any damage in the dorm room will be charged to your CSUN account.

Early Move In / Late Move Out - With approval of ExL Office and payment of additional fees, you (the licensee) may arrive earlier and/or stay later than the dates shown in the payment schedule above. The additional daily fee is \$32.00 per day for double and \$64.00 per day for single. You must schedule arrival during regular office hours: Monday-Friday, from 9:00am to 4:00pm Pacific Standard Time.

If arriving on a weekend, you will need to make hotel arrangements until housing office opens on Monday at 8:00 am. If your dates of arrival and/or departure are different from those listed above, please notify ExL housing office. Please note that indicating you are arriving early does not guarantee that ExL housing will have space for you before the official check-in date.

Check-in & Check-out - Both dates are listed on Housing & Meal Plan contract. Please arrange your travel accordingly to the dates. Please arrange your check-in during our Office Hours: Monday-Friday, from 9:00am to 4:00pm. Student must check-out as listed on the contract before 1:00 p.m. Otherwise, your room key will expire.

Holidays - Students have access to their rooms during all holiday breaks. Such as spring break and/or Christmas break.

GENERAL INFORMATION

Definition of room type: Double Room: Share a bedroom with one other student in a two-bedroom apartment and share the common area in the apartment with three students. Single Room: Private bedroom in a two-bedroom apartment and share the common area in the apartment with one or two students.

All on-campus housing is NON-SMOKING. Smoking is not permitted in the building or on balconies.

Meal Plan: The Meal Plan entitles you to 10 meals per week and \$20.00 additional "Dining Dollars" each week that can be used to purchase food, drinks, and other items at different on-campus convenience stores. All students living in the dorm are required to subscribe to meal Plan. Meal Plan price is included in the total price of housing fees.

Rates and Charges:

- Utilities: Included in the price
- Card Key replacement: \$25 per replacement if lost or stolen. Miscellaneous Fees vary for items such as damage to licensee's private living unit, penalty charges, and other miscellaneous charges charged to Licensee as appropriate, pursuant to Article 5, Title 5, California Administrative code.
- Failure to follow check-out procedure: \$100 penalty fee
- Failure to vacate by session closing or extension deadline: \$100 Per day

HOW TO COMPLETE YOUR HOUSING & MEAL PLAN AGREEMENT

Section 1: (Please complete this section). Your CSUN Student ID# is in your Acceptance package.

Section 2: (Please complete this section). Specify which session/semester you are applying for.

Section 3: (Read all the application agreement in this section).

Check here that you have read the application agreement and regulations.

Notices:

Email is Student Housing's Primary method of communication. Please check your CSUN student email often for notifications.

Housing & Meal plan contract is not allowed personal modification.

If the session/semester you want to apply is not shown in the contract, please send email iepcsunhousing@csun.edu.

Please email iepcsunhousing@csun.edu if you have any questions.

MAIL OR FAX the signed License Agreement and the payment to:

Intensive English Program
California State University, Northridge
18111 Nordhoff Street
Northridge, CA 91330-8306 U.S.A.

Fax: (818) 677-2700
Phone: (818) 677-3923
iepcsunhousing@csun.edu