

University Housing and Food Service
California State University, Chico
Office: 530-898-6325 or 1-800-730-4243
Fax: 530-898-6840
Email: housing@csuchico.edu
Homepage: www.csuchico.edu/housing



UHFS
University Housing & Food Service
California State University, Chico

Spring 2012 University Housing License Cancellation Form

University Housing and Food Service must receive the cancellation in writing for the Spring 2012 University Housing License **by 5:00pm on December 20, 2011** in order for you to receive a refund less \$5.00 processing fee.

Please note: If you are only canceling University Housing but will still attend CSU, Chico; please make sure you check the box labeled "Apply Payment to University Account" on the Cancellation Form. This will apply your University Housing payment to your student account and help you avoid additional fees or time delays in the payment of your Tuition and Registration due December 8, 2011.

Below are the different methods of payment and the refund procedure for each:

Personal Check – If payment is received by paper check, there is a 3-week clearance period for the University to verify that your payment was cleared by your bank. When a refund is requested, receipt of fund is first verified and the refund check is then processed. This process can require 4-6 weeks. The refund check is made payable to the Licensee (student) and sent to the address on file with the University. A \$5.00 processing fee is assessed by Student Financial Services for this service.

E-Check – If payment is received via E-check, the process is exactly the same as above. You will receive a University check sent to the address on file with the University and the \$5.00 processing fee would apply.

Credit Card – If payment was made via credit card, the 3-week verification of funds does not apply. Student Financial Services will issue a credit to the credit card used for payment in approximately 10-15 business days. The 2.9% transaction fee assessed on all credit card payments is "**non-refundable**" and the \$5.00 processing fee also applies. See the example below for further illustration:

Example:

Payment of \$1000 is received via Credit Card.

The amount assessed to your credit card is \$1029.

Upon receipt of refund request CSU, Chico credits your credit card for \$995 (\$1000 less the \$5 processing fee).

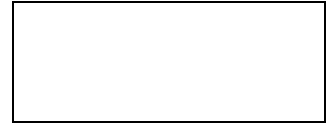
Important Note:

- Please be advised that submitting a cancellation of the University Housing License **DOES NOT** cancel your University enrollment. If it is your intention to also cancel your University enrollment, you must contact the [Admissions Office](#) directly (phone: 530-898-6322) to do so.



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(Office Use Only)

Please fill out the following information and return to University Housing and Food Service. Your refund request will be sent over to Student Financial Services and refund of the initial housing payment will be processed accordingly (subject to a \$5.00 processing charge by Student Financial Services). If you have questions regarding your refund, please call University Housing & Food Service at (530) 898-6325.

A. Student: _____
(Last name) (First name) (MI)

9-digit Chico State Id No.: _____

Birth Date: _____

B. Check will be sent to the current address on file with the University.

C. Contact Phone: _____ - _____ - _____

D. E-mail Address: _____

E. Amount of Payment: \$ _____ by
1. Personal Check: CK# _____
2. Electronic Check
3. Amex/Discover/Master Card Over the Internet/Phone
4. Other: _____

F. Reason for applying for cancellation of University Housing: (please check only one box)

- Personal
- Family Reasons
- Changed School, please list school _____
- Unacceptable Assignment, please list reason(s) _____
- I was on the waitlist and was not offered an assignment.
- I was on the waitlist, received an assignment offer very late and already had other off campus housing arrangements.
- I was on the waitlist, received an assignment offer and did not like it. Please list reason(s) _____
- Other, please state _____
- Financial
- Craig Hall
- Medical
- Off-Campus Housing

G. Apply Payment to University Account

Only check this box if you are canceling your University Housing but remaining enrolled at CSU, Chico. If selected, your University Housing payment will be applied to your Tuition & Registration fees.

Student Signature _____

Date Signed: _____

Return To: University Housing and Food Service
CSU, Chico
Chico CA 95929-0707 OR Fax: (530) 898-6840

University Housing and Food Service will send you an email to your Chico State Wildcat email account regarding receiving and processing your cancellation, if you do not receive our acknowledgement within 5 business days, please contact us at 530-898-6325.