2017-2018 University Housing License Cancellation Form

University Housing must receive the cancellation in writing for the 2017-2018 University Housing License **by 5:00 p.m. on July 15, 2017 (Saturday)** in order for you to receive a refund less $5.00 administrative fee and $300 non-refundable portion of Housing payment.

Please note: $300 of your Housing payment is NOT refundable. 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 July 27, 2016.

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

**Personal Check** – If payment is received by paper check, there is 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 administrative 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 administrative 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 2.75% transaction fee assessed on all credit card payments is “non-refundable” and the $5.00 administrative 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 $1027.50.
Upon receipt of refund request CSU, Chico credits your credit card for $695 ($1000 less the $5 administrative fee and $300 non-refundable portion).

**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](mailto:admissions@csuchico.edu) directly (phone: 530-898-6322) to do so.
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 less the $300 non-refundable portion will be processed accordingly (subject to a $5.00 administrative fee by Student Financial Services). If you have questions regarding your refund, please call University Housing 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/ Visa Card Over the Internet  
   4. Other: ________________________  

F. Reason for applying for cancellation of University Housing: (please check only one box)  
   [ ] Personal  
   [ ] Financial  
   [ ] Medical  
   [ ] Craig Hall  
   [ ] Off-Campus Housing  
   [ ] 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 _______________________________________________________________________________________

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 less $300 will be applied to your Tuition & Registration fees.  

Student Signature___________________________ Date Signed:_______________________  

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