



FRIENDLY REMINDER: DEADLINE APPROACHING

Dear ,

Thank you for applying to CSULB Housing for the 2025-2026 Academic Year. This is a courtesy email to remind you of our Cancellation Policy.

In order to avoid unnecessary charges, should you choose to forgo your admission to CSULB or you no longer want to reside in our halls, you **MUST** cancel your housing application.

-Reminders on our Cancellation Policy-

- If you cancel for any reason, you will forfeit the \$275 NON-REFUNDABLE service fee.
- **Confirmed Applicants:**
 - **Cancelling 30 days before the license start date (before July 21, 2025):** If you cancel after being confirmed a space in housing, you forfeit the non-refundable service fee.
 - **Cancelling within 30 days of the license start date (on or after July 21, 2025):** If you cancel less than 30 days before the start date of your license an additional charge of \$34 per day is added to the \$275 Non-Refundable Fee.

For Example::

If you cancel on July 27, 6 days after July 21, you will be charged approximately \$204 (\$34 x 6 days), in addition to the \$275 service fee, making your cancellation fee \$479.

- You MUST cancel your application on the Housing portal. Stopping payment on checks or cancelling with University Admissions does not cancel your housing license agreement. Being denied admission, choosing not to attend CSULB, or finding off-campus housing, etc. do not automatically cancel your Housing application.

-Cancelling After Moving In-

- **Cancelling after the license start date (on or after August 21, 2025):** If you cancel after the start of your license agreement begins or once you have moved into the residence halls, a cancellation fee of \$200 plus any additional housing charges will be applied to your account. This portion of the cancellation policy also applies to those who did not move in but cancelled after the move-in day.

-How to Cancel Your Application-

1. Log-in to your SSO and access the CSULB Housing Portal.
2. Select "Housing Application".
3. Click "Cancel Application" (at the top right of the screen just below Application Step.
4. If you have any issues with cancelling, please send us an email.

Sincerely,

Housing & Residential Life
California State University Long Beach



Housing Office: housing@csulb.edu

Housing Office: (562) 985-4187

Website: www.housing.csulb.edu

This is an automated message, if you have questions email or call the housing office at 562.985.4187