

Dear Joe Doe,

This email is your official notification of your room assignment for the 2009-2010 academic year. If your plans have changed and you are no longer planning on living in the residence halls, please email your cancellation to [housing@humboldt.edu](mailto:housing@humboldt.edu) immediately.

Please read the entire email carefully as it includes information regarding your roommate contact information (if applicable), your new mailing address, your payment plan billing statement and a reminder of our cancellation policy. We have also included links for more information on getting started in your new home, ResNet services, personal property insurance and loft, fridge or safe rental contacts.

The residence halls open at 9am on Tuesday, August 18. For more information about checking in, visit <http://www.humboldt.edu/~housing/getstarted>.

Please feel free to contact us at 707.826.3451 or at [housing@humboldt.edu](mailto:housing@humboldt.edu) with any questions you may have. We thank you for choosing to live on campus!

Sincerely,  
Housing + Dining Staff  
Humboldt State University

## **ROOM ASSIGNMENT CONFIRMATION**

Assignments are based on the information you provided on your roommate questionnaire, your priority (which is determined by the date you returned your license and initial payment) and on the availability of rooms.

You have been assigned to: **4000 Cypress**  
Room Type: **Double room**  
Residence Hall Complex: **Cypress**  
For a virtual tour, visit: [www.humboldt.edu/~housing/options](http://www.humboldt.edu/~housing/options)

## **MAKING PAYMENTS**

To make an online payment by either credit card or e-check, please log into your Student Center account after August 1 at <http://www.humboldt.edu/~humboldt/studentcenter/>. You can also make payments directly through CashNet, the third party payment site, at [https://commerce.cashnet.com/cashnetb/selfserve/ebilllogin.aspx?client=HUMBOLDT\\_PROD2&/](https://commerce.cashnet.com/cashnetb/selfserve/ebilllogin.aspx?client=HUMBOLDT_PROD2&/). Mastercard, Discovery and American Express are accepted with a 2.9% service fee. There is no service charge when paying by e-check.

Please make checks payable to HSU and send to:

Housing Cashier  
Housing + Dining Services

355 Granite Ave  
Arcata, CA 95521-7914

## **PAYMENT PLAN**

Below is your copy of the payment plan based upon the payment option you selected, your meal plan choice and your room assignment. Print and keep this payment plan, as it is the only billing statement you will receive. We do not send out additional payment reminders. When sending checks, please write the HSU ID number on all checks. Charges for the fall semester will be posted to your student account by August 5. Charges for the spring semester (unless you are on the annual plan) will be posted to your account by December 5.

### **Selections:**

Double Room

Gold Meal Plan

Monthly Payment Plan

### **Security Deposit on File \$100**

**Initial Payment Paid with License \$400** Please note: if you have changed your payment plan recently, this amount may be different from what you have paid. Please check your payment records or call us at 707.826.3451 if you are not sure. The payment plan below is dependent on you having made the full \$400 initial payment (\$500 including the security deposit) and the amounts below are for the remaining room and board charges. If you have made the incorrect initial payment, please send the additional amount with your first payment.

Your total room and board charges for the academic year are:

<b>Payment Due Date</b>	<b>Amount Due</b>
August 10, 2009	\$1,065
September 10, 2009	\$1,055
October 10, 2009	\$1,055
November 10, 2009	\$1,055
December 10, 2009	\$1,055
January 10, 2010	\$1,055
February 10, 2010	\$1,055
March 10, 2010	\$1,055

Please note: if you have selected a monthly payment plan, your Student Center account will not show your monthly amount owing. Your room and/or board fees are posted in your Student Center account once each semester and will show as having a due date of November 10 for the Fall Semester and March 10 for the Spring Semester. These are not your true due dates. In addition, after making your November payment, you will have a credit on your account until the spring fees are posted. **Please follow your monthly payment plan and make the**

**payments as listed above to avoid late fees.** If you change rooms or meal plans after August 10, please stop by the Housing Cashier to establish an updated payment plan.

## **ROOMMATE INFORMATION**

Your roommate's home town, telephone number and email address are listed below (if applicable and available):

Ron Smith  
Encinitas CA  
555.555.5555  
hij@humboldt.edu

## **MAILING ADDRESS**

Your official mailing address is:

Joe Doe  
355 Granite Avenue #4000  
Arcata, CA 95521

The Housing Mailroom is located on the second floor of the Jolly Giant Commons. Mailboxes for all students in the Canyon, Cypress and the Hill are located here. Creekvew mailboxes are located outside the Creekside Lounge. Campus Apartment mailboxes are located on the 2nd floor in the central hallway. Manor mailboxes are located near The Manor apartment complex. The Jolly Giant Commons serves as the package drop for UPS, DHL, Federal Express and US Mail packages for all areas except the Manor and the Campus Apartments. Packages mailed to Manor and Campus Apartments can be picked up at the Arcata Post Office. Items mailed to residents must include the student's name and room number.

## **INFORMATIONAL LINKS**

The following links have further information you may be interested in:

Getting Started in Your New Home <http://www.humboldt.edu/~housing/getstarted>

Answers to a list of frequently asked questions regarding moving in

<http://www.humboldt.edu/~housing/faqs.php>

ResNet (Residence Hall Internet Services) <http://www.humboldt.edu/~resnet>

National Student Services Personal Property Insurance <http://www.nssi.com>

Loft, micro/refrigerator and safe rentals <http://www.loftconcepts.com>

Sustainable Living and Learning at HSU

[http://www.humboldt.edu/~housing/documents/SustainableLivingandLearningatHSU\\_aa.pdf](http://www.humboldt.edu/~housing/documents/SustainableLivingandLearningatHSU_aa.pdf)

Further information regarding meningococcal disease

<http://www.dhs.ca.gov/ps/dcdc/izgroup/pdf/MeningFlyer.text>

## **CANCELLATION POLICY REMINDER**

Students wishing to cancel their request to live on campus must notify the Housing Office in writing, by fax or by e-mail of this decision by July 18, 2009. Notifying any other university office does not satisfy your obligation to notify the Housing Office in writing. Such requests which are postmarked or received by July 18 will be honored and the initial payment minus a \$200 cancellation fee will be refunded to the student in 4-6 weeks. Requests postmarked or received between July 19, 2009 and August 17, 2009, will be honored; however, these requests are subject to the \$200 cancellation fee along with a prorated daily penalty fee for each day of notice which is less than the required 30 days. Beginning August 18, 2009, cancellations are no longer valid and students will be held financially responsible for their housing contract.