

Dear Jane 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: **99B2 Campus Apartments**  
Room Type: **Double room**  
Residence Hall Complex: **Campus Apartments**  
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 will be posted to your account by December 5.

### **Selections:**

Double Room

Gold Meal Plan

Financial Aid Payment Plan

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

**Initial Payment Paid with License \$100** 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 \$100 initial payment (\$200 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>
September 7, 2009	\$4,330
February 1, 2010	\$4,390

You have selected the financial aid payment plan option. This permits you to defer your room and board charges until September 7, 2009 for the Fall Semester and until February 1, 2010 for the Spring Semester. When financial aid disburses, it will pay registration and other allowable charges first. Any remaining funds will be applied toward your Housing and Dining charges.

If your financial aid does not cover your Housing and Dining charges in full, it will be your responsibility to come to the Housing Office and set up a personal payment plan with the Housing Cashier. This payment plan must be completed by September 7, 2009. Failure to do so will result in a hold on your University account. If you cannot identify sufficient funds to cover your Housing and Dining charges for the entire year, you should schedule an appointment with an HSU Financial Aid Counselor to ensure that you are aware of all funding possibilities. Do not delay. It may take some time for you to secure the needed money. Call (707) 826-4321 for an appointment.

## **ROOMMATE INFORMATION**

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

Lisa Smith  
Sacramento CA  
456-789-1234  
abc@hotmail.com

## **MAILING ADDRESS**

Your official mailing address is:

Jane Doe  
335 Laurel Drive # 99B  
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. Creekview 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.