All students will be automatically set-up on the University Payment Plan which covers tuition, housing, and dining charges. If housing and dining charges are not paid by the due date set by University, or if financial aid is not awarded and accepted by the due date, you will be automatically enrolled in the payment plan with any applicable enrollment fees. Information about the payment plan can be found at: https://students.asu.edu/paymentplan.

## ADDITIONAL DEADLINES

<table>
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<tr>
<th>Online Preference Changes</th>
<th>Fall Semester Deadline</th>
<th>Spring Semester Deadline</th>
</tr>
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<tbody>
<tr>
<td>Meal Plan Changes</td>
<td>July 15, 2015</td>
<td>December 15, 2015</td>
</tr>
<tr>
<td></td>
<td>August 28, 2015*</td>
<td>January 18, 2016*</td>
</tr>
</tbody>
</table>

## STUDENTS NOT ATTENDING ASU

Students who decide not to attend Arizona State University after paying the enrollment deposit must give official notification of non-attendance to the University. In order to ensure that you are not charged housing fees, please also submit a written notice of non-attendance directly to University Housing by emailing housing@asu.edu with your name and 10 digit ASU ID number. A late notification fee may be assessed based on the date it is received. See chart below for detailed information and specific dates.

### Date Notice of Non-Attendance Received

| Through May 9, 2015 (November 30, 2015, for Spring only students) | $0 |
| May 10, 2015 - May 31, 2015 (December 1 – December 31, 2015 for Spring only students) | $200 |
| June 1, 2015 until June 19, 2015 (January 1, 2016 until Hall Opening for Spring only students) | $300 |
| On or after June 20, 2015 | $500 |

### View Student Account

To view your student account, log onto My ASU and select the Finances tab.

### Late Charge Assessment

Charges must be paid by the date due. University billings not paid by the date due are subject to late charges beginning at 30 days past due and continuing monthly until paid in full.

### Delinquent Accounts

Delinquent accounts will be referred to outside collection agencies and will be reported to national credit bureaus. Should it become necessary for ASU to retain an attorney or collection agency to secure payment of any amount due, the debtor is responsible for paying all attorney’s fees court costs, and collection agency charges.

## RELEASE PROVISIONS OF ROOM ASSIGNMENT AND REFUNDS

### After Initial Check-In

The University Housing License Agreement is a binding financial agreement; therefore, a student must petition for release by submitting a License Agreement Release (LAR) request online. An approved LAR is required for release from housing; any student vacating his/her assigned space without an approved written release from University Housing will be held financially responsible for the entire term of the agreement, including the portion remaining after the student vacates the room.

### Valid Reasons for Release

Graduation, withdrawal/transfer from ASU, academic internship sponsored by ASU, and military duty activation.

### Processing Charge

$125.00 Requests for release due to academic internship, study abroad, or military duty activation will not be assessed the $125 processing charge.

### Submission Deadline

There will be no refund if the release is submitted after the eighth week of classes. Please see the License Agreement Release Request Schedule for the deadline date for the semester of the release request.

### Refund – Room

Room charges are re-calculated based on the License Agreement term (or the date of assignment, whichever is later) until the official date of checkout. Total room charges will not exceed the semester room rate.

### Refund – Meal Plan

The student is refunded a prorated amount for the meal plan based upon the following criteria:

- **M&G amount** is prorated based on service days. Students are billed for the amount that is loaded on their M&G card.
- **Meal Charges** are prorated based on service days that the plan was available to the student. This is based on a daily charge (total cost of the meal plan divided by number of service days), multiplied by the number of days the plan was available.

### Additional Fees

The semester Support Services, Payment Plan, and Residential College fees are non-refundable after official hall check-in. If applicable, damage charges, lock change charges, and/or an improper check-out charge may be assessed.

### LICENSE AGREEMENT RELEASE PROVISIONS

<table>
<thead>
<tr>
<th>Valid Reasons for Release</th>
<th>Processing Charge</th>
<th>Submission Deadline</th>
<th>Refund – Room</th>
<th>Refund – Meal Plan</th>
<th>Additional Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation, withdrawal/transfer from ASU</td>
<td>$125.00</td>
<td>There will be no refund if the release is submitted after the eighth week of classes. Please see the License Agreement Release Request Schedule for the deadline date for the semester of the release request.</td>
<td>Room charges are re-calculated based on the License Agreement term (or the date of assignment, whichever is later) until the official date of checkout. Total room charges will not exceed the semester room rate.</td>
<td>The student is refunded a prorated amount for the meal plan based upon the following criteria: <strong>M&amp;G amount</strong> is prorated based on service days. Students are billed for the amount that is loaded on their M&amp;G card. <strong>Meal Charges</strong> are prorated based on service days that the plan was available to the student. This is based on a daily charge (total cost of the meal plan divided by number of service days), multiplied by the number of days the plan was available.</td>
<td>The semester Support Services, Payment Plan, and Residential College fees are non-refundable after official hall check-in. If applicable, damage charges, lock change charges, and/or an improper check-out charge may be assessed.</td>
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