



UNIVERSITY HOUSING – ARIZONA STATE UNIVERSITY

FIRST-TIME FRESHMAN

2018-2019 SCHEDULE OF CHARGES AND DEADLINES

PAYMENT

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.

ASU Payment Plan: Students with an outstanding balance of \$500 or more of unpaid eligible ASU charges by the designated payment deadline will be automatically enrolled in the ASU Payment Plan. Students automatically enrolled will be responsible for the ASU Payment Plan fee billed to their student account. ASU does not withdraw students from classes during the current semester for nonpayment and students must withdraw before the semester or session starts if they decide to not attend. For further questions regarding automatic enrollment in the ASU Payment Plan or for assistance enrolling, you may contact the Student Accounts Office located in the Student Services building or online at <https://students.asu.edu/paymentplan>.

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. Late fees may continue to accrue monthly or be assessed as a flat fee when accounts are transferred between agencies until the balance is paid in full.

MEAL PLAN CHANGE DEADLINE

Description	Fall Semester Deadline	Spring Semester Deadline
Meal Plan changes can be made on the online housing application until 11:59 p.m. on the scheduled deadline.	August 22, 2018	January 14, 2019

RELEASE PROVISIONS OF ROOM ASSIGNMENT

Before Initial Check-In: All notices of cancellation must be submitted *directly* to housing@asu.edu from your student ASU email account. Students who submit a notice of cancellation that is received WITHIN 14 consecutive days from the date of initial assignment letter will not be charged a late cancellation fee. Cancellation Fees are assessed according to the initial booking that a student creates for each specific term - should this booking be cancelled and then a new booking created and then cancelled at a later time, the cancellation fee would still be assessed from the initial booking the student had. For cancellations received AFTER 14 consecutive days of assignment, a late cancellation fee will be assessed to the student’s account based upon the date it is received. See chart below for specific dates.

Date Notice of Cancellation Received for Academic Year 2018-2019 Applications	Late Notification Charge
Through May 4, 2018	\$0
May 5, 2018 – May 31, 2018	\$200
June 1, 2018 until June 18, 2018	\$300
On or after June 19, 2018	\$500

Date Notice of Cancellation Received for Spring Only 2019 Applications	Late Notification Charge
Within 14 consecutive-day window of official notification of initial housing assignment from University Housing	\$0
After 14 consecutive-day window of official notification of initial housing assignment and/or after student official checks in to assigned space	\$300

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. 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. More information about the LAR Request process is available online at <http://housing.asu.edu/housing-resources/license-agreements/release>