



Instructions for Completing the Student Housing License Agreement

Contact Information:

Housing Services
1801 East Cotati Avenue
Rohnert Park, CA 94928
Tele: 707.664.2541 Fax: 707.664.4158
Email: ssu.housing@sonoma.edu

Instructions —

We have provided this instructional sheet to assist you with completing the License Agreement. It's important that you understand how to fill out the information so you are requesting the right room preference. If after reading this sheet and visiting our website, you still have questions, please contact our office at (707) 664-2541.

Offer Expiration Date —

You will have an offer expiration date on your "Offer Letter". We require that you return the materials and deposit by this date. Offers are made on a "space-available-basis" so that is why it is important to return your materials by the due date. If your paperwork is returned after the due date, we can not guarantee that there will still be available space. We will notify you if this is the case. We recommend mailing the packet overnight to ensure receipt on-time. If you need an extension of this due date, please contact us in the Housing Office at (707) 664-2541.

First Payment (Reservation Deposit)—

You must return your license agreement with either a \$1,000 or \$200 (if you meet the requirements for a qualified housing financial aid applicant) first payment. Your Student Housing License Agreement will be returned if it is submitted with no payment or with the incorrect amount. This will cause processing delays and may jeopardize your space. If you would like to pay with a credit card, please use the enclosed Reservation Deposit Credit Card Slip and attach with the documents. Mail documents using the provided business reply envelope to: Customer Services, Sonoma State University, 1801 East Cotati Avenue, Rohnert Park, CA 94928.

License Agreement —

Please read the License Agreement and Policies thoroughly before you commit yourself. It is important to remember that the agreement is for the entire academic year. Sign page four of License Agreement after reading and understanding the terms and conditions. It is your responsibility to read all the policies which are available on-line.

Special Considerations —

Sonoma State University complies with all aspects of the Americans with Disabilities Act. If you need specific accommodations or assistance, please contact Disability Services for Students (DSS) to discuss your needs. Any special requests due to a disability (physical, learning, emotional, or psychological) or medical condition require

submitting a "Request for Special Consideration Housing Assignment", which is available from DSS. Requests will be reviewed with DSS for recommendations once the necessary documentation is received by them.

Parent Information —

From time to time, we mail information home to the parents/guardians and would like to have the names in order to do so. We also offer a monthly email announcement service and if they are interested in subscribing they need to write their email address and check the "Yes" box.

Billing Information —

Resident housing accounts will be charged at the beginning of each semester. Residents can choose to pay in one lump sum or up to four payments for each semester. University courtesy statements are mailed monthly from Customer Services. Please follow the instructions on the License Agreement for maintaining your Billing Address. If no billing address is designated, the statement will automatically go to the resident's campus mailbox. We highly recommend making payments in accordance with the Fee Schedule to avoid any late fees.

Assignment Request —

The Assignment Request is located on page 2 of the Student Housing License Agreement. This is your chance to let us know your preferences for living accommodations. You will check one living Area option and then rank the room types within that particular living area. If for some reason the Living Area checked is not available then we will assign you to the next available space which will most likely be a double residential suite. We can't guarantee that you will be assigned to your choices, but we will do our best to honor your requests.

Please check our Accommodations information specific to your class status (First Time Freshman, Transfer, or Presently Enrolled @ SSU) for specific details of rooms and special living environments. Below is a list of where the living areas reside:

- Freshman Interest Groups – Cabernet Village
- Social Themed Area – Zinfandel Village
- Sauvignon CommUNITY – Sauvignon Village
- Substance Free – Zinfandel and Sauvignon Village (Verdot may be used as overflow)
- Regular Living Area – Verdot and Zinfandel Village
- Transfer House – Classico Building in Beaujolais
- Transfer & Presently Enrolled Students Regular Living Area – Beaujolais and Sauvignon Village

For assistance and to ensure accuracy of completing this request, please review our sample assignment requests at http://www.sonoma.edu/housing/lam_preferences.html. These samples are provided to help illustrate how to complete Section 1, but do not limit you to other choices.

Freshman Interest Group

The FIG program is housed in the Cabernet Apartments. If this is something you are interested in, please read the enclosed FIG brochure. You are required to register for a block of classes and must complete a FIG Application. The FIG Application is available on-line at

<http://www.sonoma.edu/sas/reslife/fig.shtml>.

Spaces are limited, so it's important that you complete your Housing License Agreement and return it by the expiration date specifying your FIG interest. For questions about the FIG program, please contact Stacey Murray at (707) 664-3374 or Julie Greathouse at (707) 664-3305.

Section 3: Roommate Request —

If you know someone you would like to live with, you can specify a roommate choice. The request must be mutual between both licensees. Both individuals need to rank their preferred choices exactly the same. If you have met someone after you submit your License Agreement, you can email us at katie.gordon@sonoma.edu to add a person. Roommate requests must be received in the Housing Office by June 30, 2008.

Tip - Remember, the room assignment priority is based on the date the Housing Request form was received and choosing a particular roommate may change your position. For example, if Nick sent his Housing Request form in early December and Joshua waited until May—a date in between December and May would establish their priority.

If you don't request a roommate, you will be assigned with someone who has made similar assignment request choices.

Section 4: Additional Requests —

Any additional comments can be written under Section 4. Include any other information that you feel would be beneficial for us to know prior to making your room assignment. Comments about personalities, lifestyles, convenience or scenic requests are not valid requests. We will try to honor this request, but there is no guarantee.

Tip – Some suites can have males assigned to one side/floor and females on the other side/floor with both genders sharing a common living room. If you object to this arrangement, please include under Section 4.

Terms & Conditions —

Read page 3 and 4 of the Student Housing License Agreement carefully. Please take special notice to Section II, which describes occupancy periods of this License Agreement; and Section VI and VII, which explain canceling a reservation prior to and after the beginning of a fee period.

Signature —

After reading the Student Housing License Agreement and the Policies posted on-line, please sign if you agree to the terms. If you are under 18 years of age, a parent/guardian must also sign the agreement. By signing you are also agreeing that you have reviewed the information sheet on meningococcal vaccine. It would be advantageous to make a copy of this agreement for your own records. We suggest mailing the packet either by priority mail, certifying the packet, UPS, or Federal Express - somehow so you have the ability to track the package and have record of its receipt.

License Agreement Acknowledgment —

You should expect a letter acknowledging that we have received both the License Agreement and reservation deposit about three weeks after you mail it. Also included will be information about choosing your meal plans.

Other Licensing Materials —

The rest of the paperwork sent to you is for your information and should be kept for future reference, especially the Fee Schedule.

Room Assignments —

Room assignments will be mailed mid-July with all the information you need to know for Opening Weekend, which is August 23rd and August 24th. Classes will start Tuesday, August 26th.

Remember – it is critical that your Housing License Agreement and reservation deposit is received by Customer Services by the date listed on your Offer Letter.