

Dear,

Students have the option to pay their University Housing fee by the Installment Plan or to Pay in Full.

For the 2021-22 academic year University housing, you selected:

Payment Option Installment Plan

Building Type

Room Type

Meal Plan

Service fee you paid \$275.00

If you choose to Pay in Full, the entire academic year fee must be paid by Wednesday, September 1st, 5 p.m. The housing rates can be found on our website's [Housing Fees Page](#). If the full payment is not received by 5 pm on September 1st, you will be considered on the Installment Plan and the \$40 Installment Plan charge will remain on your account. Those who pay and follow directions listed below will have the installment fee removed.

If you elect to Pay in Full, here's how to make your payment:

Full payment by check:

1. Make the check out to CSULB
2. Write student name and Student ID number on the check
3. Fill out the attached payment slip
4. Mail your check with payment slip to
CSULB
1250 Bellflower Blvd. BH-155
Long Beach, CA 90840-0103

Note: Payment must be received by Cashier's Office by 5 p.m. September 1st. The postmark date is not considered in this case.

Full payment by paying on-line:

1. Log into your MyCSULB account
2. Go to "Student Center"
3. Click on "Make a Payment"
4. On the screen, click on "Make a Payment"
5. Click on "Go to Payment Website" (if it appears)
6. Click on "Pmt Housing Restrict Pmt Plan" or "Pre-Pay"

7. Enter the full amount that you need to pay based on your selections (see below for formula to calculate pay in full amount)
8. **VERY IMPORTANT:** Once this payment is made, inform the housing office as soon as possible at housing@csulb.edu. We need to know when the payment is made, so that we can make sure your payment was applied to housing correctly.

IF PAYING BY FINANCIAL AID or INSTALLMENT PAYMENT:

If you selected, Pay in Full on your application and expect to pay with Financial Aid, you will automatically be on the "Installment Payment Plan". Financial Aid disburses funds by the semester and not for the entire academic year. If you selected to Pay in Installments on your application, no further action is required at this point. The one-time installment fee of \$40 will be placed on the account and should be covered by the service fee you paid, regardless with option you selected.

HOW TO CALCULATE YOUR PAID IN FULL AMOUNT:

Formula is: Room Type (Full Year cost) + Meal Plan* (full year cost) + \$60 Social fee minus service fee paid = paid in full amount to pay to date.

*Note: If you have the FLEX Dollars option you need to add \$300 total to your Pay in Full calculations

EXAMPLE: Say you have noted above the following

Building type = Premium,

Room Type = Double,

Meal Plan 210 Block Flex,

and your service fee is \$275.

Then per the housing fees page you will have \$9590 (room) + \$4340 (210 Meal + \$300flex) + \$60 Social fee - \$275 service fee = \$13,715

If you have any questions do not hesitate to contact us at housing@csulb.edu.

Sincerely,
Roshan Jayasinghe
Housing Occupancy Analyst
Housing & Residential Life
California State University Long Beach

This is an automated message, if you have questions email or call the housing office at 562.985.4187