



## University Village Transfer Policy

Due to an extremely limited transfer period between the end of the Academic Year term and the start of the Summer term, the following policies are in effect for Summer transfers:

- All transfers **must** be completed between June 16th and 18th. No exceptions to this requirement can be permitted for any reason.
- A \$50 transfer fee applies to all non-mandatory transfers. This fee **must** be paid upon pickup of your new apartment key.
- Transfers into otherwise vacant apartments will **not** be allowed. During the Summer term, Foundation Housing Service reserves the right to consolidate partially occupied apartments to conserve energy.
- We are unable to ensure that recently vacated apartments will be cleaned prior to transfers.

If you would like to remain in your same bed space for Summer, please be sure to relicense online during the priority period starting on Monday, April 6th at 8AM and ending on Wednesday, April 8th at 8AM. After this time, your room may be selected by another resident and the above transfer policies will apply. If you would like the same space for Academic Year as well, please relicense online for Academic Year at this time. Please refer to the Online Relicensing Schedule for more information.

We encourage residents who would like to transfer to wait until the end of Summer to transfer into their new Academic Year spaces. Transfers that occur at this time are free and no transfer fee will apply. Online Room Selection will be available starting on Wednesday, April 8th at 8AM for displaced residents and Thursday, April 9th at 8AM for all other residents. Please select your desired space at this time. You will receive a notification near the end of Summer term regarding your transfer.

*If you have any questions regarding this information please email [village@csupomona.edu](mailto:village@csupomona.edu)*