



PETITION TO CANCEL HOUSING LICENSE AGREEMENT

2019-2020 Contract Periods (*Academic Year, Year Round, Fall, Intersession, Intersession-Spring, Spring*)

Your Housing License agreement is binding for the entire selected contract term. Requests to cancel an agreement generally fall within two categories: automatic cancellation or non-automatic cancellation. Both of these categories require 30 day written notification to Housing and Residential Life, during which time the petition will be reviewed and based upon verification either approved or denied.

Grounds for cancellation generally include the following four circumstances:

1. Withdrawal/transfer from CSUS
2. Non-enrollment in two or more consecutive academic terms within the contract period
3. Marriage
4. Extreme hardship

We are aware that situations occasionally arise, which warrant review and possible exception to this policy. In order for us to better understand and respond to your unique circumstances, please follow Steps 1 through 4 of this petition. Please keep in mind that your thoroughness in this process will facilitate a timely evaluation and response to your request. All petitions are processed in accordance with provisions of the 2019 -2020 Student Housing License Agreement.

STEP 1: Read this form, ***Petition to Cancel Housing License Agreement***, completely.

STEP 2: Fill out the attached Petition Form completely, answer all questions and attach all required documentation.

STEP 3: Return the completed form and attachments to the Housing Office, c/o Housing Officer Manager.

STEP 4: You will be contacted via email about the status of your request within a week of our receipt of this request. Please make sure to provide us with an email account that you check regularly and to write your email address LEGIBLY.

Cancellation Timeline and Fees

- ◆ All cancellation requests will be reviewed once all necessary materials are submitted. If you fail to submit appropriate and adequate documentation as described in the Cancellation Checklist, your petition for a contract cancellation will not be considered
- ◆ If your petition is approved, you will be charged the following fees in accordance with 2019-2020 Housing License Agreement. Unless otherwise arranged these charges are processed to your University student account as a Housing expense.
 - Non-negotiable cancellation fee equivalent to 30 days of room and board. Rates shall be based on type of assigned bed space, as well as the selected resident dining plan.
 - Pro rata daily rate for the number of days active in the contract period (e.g. petition to be released 30 days into the term will result in a fee assessment for 30 days at the daily rate plus the cancellation fee noted above).

REQUESTS FOR CANCELLATION ARE HANDLED ON A CASE BY CASE BASIS. VACATING YOUR ROOM, RETURNING YOUR KEYS, AND/OR NOT USING YOUR MEAL PLAN DO NOT CONSTITUTE RELEASE FROM YOUR CONTRACTUAL OBLIGATIONS. WITHOUT PROPER AUTHORIZATION TO CANCEL, RESIDENTS WILL BE HELD RESPONSIBLE FOR THE TERMS AND CONDITIONS OF THE HOUSING LICENSE AGREEMENT.

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2019-2020 Contract Dates
(Fill out completely and legibly)

SECTION I: RESIDENT/LICENSEE INFORMATION

Name: _____ ID#: _____ Room #: _____
Last Name First Name

Cellular Phone #: (____) _____ Email Address: _____

Alternate Phone #: (____) _____ Are you under 18 year of age? Yes No

SECTION II: GUARANTOR INFORMATION

Licensees under the age of eighteen (18) who have a financial guarantor must obtain the signature of said guarantor on their petition to cancel their housing license agreement.

Name: _____ Email: _____
Last Name First Name

Address: _____ Cellular Phone #: (____) _____

City State Zip Alternate Phone #: (____) _____

SECTION III: CANCELLATION CHECK LIST

1. Are you requesting to cancel due to Non-Enrollment/Withdrawal/Transfer/Graduation from CSUS?
 YES NO

Please provide additional information which influenced your decision to dis-enroll
(please check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> I plan to transfer to another university/college | <input type="checkbox"/> I am not academically ready |
| <input type="checkbox"/> I am graduating | <input type="checkbox"/> CSU Stanislaus isn't a good fit for my college needs |
| <input type="checkbox"/> Affording college is difficult for me | <input type="checkbox"/> I have enlisted in the Military |
| <input type="checkbox"/> I have family obligations | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> I no longer plan to attend any university | |
| <input type="checkbox"/> I want to be closer to home | |

Please check here if you will not be enrolling in courses for the remainder of the academic year.
This information will be verified by Housing and Residential Life.

Residents who are requesting to be released from their Housing License Agreement due to the fact that they will not take any classes during the remainder of their housing contract are notified of the following: In the event your request is approved your housing charges will be rescinded. Should you enroll for ANY CLASSES during the time covered by the 2019-2020 Housing License Agreement all of your housing fees, including rent and meal plan will be re-instated with the resident and financial guarantor liable for all fees. Failure to pay these fees will result in the matter being referred to collections.

In signing this Petition to Cancel the Licensee and Financial Guarantor acknowledge that they have read this information and are aware of said practice.

2. Are you requesting to cancel due to marriage?

YES NO

If yes, please attach a copy of the marriage certificate.

3. Are you requesting to cancel due to extreme hardship?

YES NO

If yes, provide a typed explanation on a separate sheet of paper as to your financial or medical status and include any documents you have which support your request.

Financial Medical

3.a. Have you spoken with a Housing Accounts Representative, about a payment plan to meet the financial obligations of your agreement?

YES NO

Contact Housing Account Coordinator to discuss this at 209-667-3675

Please attach appropriate documentation to support your financial claim. Hardships of a financial nature must be accompanied by supporting documentation such as tax documents, bank statements, and a letter from a parent or other financial supporter detailing the change in financial status.

4. Are you requesting to cancel for a different reason not described in Questions 1-4?

If yes, on a separate piece of paper, please provide a typed explanation

YES NO

about why you are requesting the cancellation of your Housing License Agreement.

Are you receiving financial aid?

YES NO

Note: Housing and Residential Life staff notifies the Office of Financial Aid and Scholarships of all cancelled contracts due to non-enrollment which may impact a resident's financial aid award for the 2019-2020 academic year.

NOTE: Reasons such as roommate conflicts, noise, or dislike of the food are NOT adequate reasons for cancellation. These issues can be dealt with effectively by consulting with your Resident Assistant, Campus Dining Services Staff, or the Administrative Staff in the Housing Office. We will work with you to resolve your situation through other available means.

SECTION IV: MANDATORY SIGNATURES

I certify I have fully read the information provided in this packet and understand that fees, as outlined in the Cancellation Timeline and Fees section of this document will apply if I am released from my license agreement. I also certify that my responses and supporting documents are accurate.

I am aware that my license agreement for 2019-2020 will be fully reinstated in the event that the grounds for the cancellation are no longer valid (e.g. enrollment in courses within the same academic year as the cancellation for instance of cancellation due to withdrawal from institution). Furthermore, I understand that provision of false information will result in my referral to University Judicial Affairs as a potential violation of the Student Conduct Code.

I understand that all applicable rent and board charges will be active until I complete the official check-out process including: submission of keys, room condition report and/or mail forwarding card (optional).

Resident/Licensee Signature Date

Financial Guarantor Signature (if applicable) Date

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS BOX

Request received: _____
Time Date Initials

Reviewed by Director of Housing and Residential Life: _____
Date Signature

Status: Approved Denied Cancellation Fee: Yes No

Campus Dining Notified Yes No Date _____