Request for Release from
Student Housing Licensing Agreement

*There is a $400 cancellation fee for all requests that are approved.*

Name ___________________________________________

CSUB ID ________________    Bldg/Room#__________     Mailbox #___________

Occupancy: (circle)  Single  Double  Super Double

Class Level: (circle)  Freshman  Sophomore  Junior  Senior  Graduate

Term: (Write in a year for requesting term):  Fall ____  Winter ____  Spring ____

Where you want your mail forwarded:

Address: ______________________________________     Phone: ______________

Street & Apt. #  City, State  Zip          Circle One: Cell  Home

Reason for Request: (Check only One)

___ Cancellation before check in. Must be received in the Office of Residence Life at least 30 days before check in date.

___ End of Student Status  Effective Date: ____________

Applies to students withdrawing from classes, transferring to another university, graduating and one semester National Student Exchange students. If you are enrolled in classes during/after propose release date your request will be denied/revoked and charges may be re-applied to your University Student Account.

___ Marriage  A copy of the marriage certificate is required.

___ Hardship – Financial  See attached for required additional information.

___ Hardship – Emotional/Medical  See attached for required additional information.
If approved, all housing keys that were issued to you must be returned to the Office of Residence Life and you must check out with a Residence Life staff member in order for your cancellation to be considered complete. Any amount owed to your University Student Account is due and payable within 14 days after your cancellation date. You will not be able to receive transcripts or your diploma if you have a balance due on your account. Late fees may be assessed if the University Student Account is not paid over a period of time.

You must officially check out by the approved cancellation date. Charges will be assessed for not returning any housing keys issued to you. If you have not completely checked out by the cancellation date indicated on this form, the approval of this request will be void, and you will continue to be charged.

I understand my Request for Release from Student Housing Agreement will be processed according to the parameters outlined above. I understand that I may continue to incur charges if I move out while my request is being processed. To the best of my knowledge, all statements that I have made on this form and on any attached form, letters and documents are true and accurate. I understand that any perjured statement on these forms, letters and documents will result in penalty fees being assessed to my University Student Account.

Resident's Signature ______________________________ Date _______

Parent’s Signature ________________________________ Date _______
Required if student is below the age of 18 and a parent/legal guardian has signed the license agreement.

FOR OFFICE USE ONLY

Approved Denied Cancellation Date_______

Office Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Staff Signature __________________________ Date Reviewed __________
For Students Attempting to Cancel Under the “Financial or Emotional Hardship” Category

There is a $400 Cancelation Fee for approved requests to cancel.

**Note:** Release from your housing contract is contingent upon official approval. You are liable for any and all housing charges until the check out procedure is complete.

The following is a list of required documents that will expedite the contract review process and allow us to more effectively evaluate your request to be released from your housing contract.

1. A detailed letter from the licensee stating the nature of the financial or emotional hardship and why it is necessary to terminate the housing contract.
2. A letter from a parent or guardian acknowledging the hardship and stating facts as to why it is necessary for you to cancel. This request is applicable to students whose parents have co-signed the license agreement, as well as students who are soliciting financial support from parents.
3. **Financial Category:** Submit copies of documents showing a financial change from the time you moved into Residence Life. (Example: if a parent has lost his/her job, please include any official documentation to support this fact, such as a layoff notice or unemployment claim. Bank statements will not be considered.)
4. **Emotional Category:** Submit any documents showing reasons why you are unable to live in housing. (Example: if you have consulted a counselor or doctor, you may include a letter from them that supports your cancelation request.)

A final decision will be made indicating whether your request has been approved or denied, and you will be notified by mail of this decision. Including supporting documentation does not guarantee that your request for cancellation will be approved.

This process may take between 1-2 weeks, depending on the nature of the hardship and the time needed for each evaluation. Therefore, we appreciate your full cooperation and patience.

**Student Check-List**

- Return completed form to the Office of Residence Life to be considered for approval
- On the day you vacate your residence hall bed space, you will need to check out with the Office of Residence Life by returning any housing keys that were issued to you and completing the room check out form with a Residence Life staff member.

**Please DO NOT sign a lease or contract for other living accommodations until after a decision is made regarding your request to cancel.**