California State University, Sacramento
Housing and Residential Life

Request for Release from License Agreement (Cancellation)

Section I. - Student

Name ___________________________  Sac State ID: __________________

Building: ___________  Room#: ___________  Phone #: ___________

Check the appropriate reason listed below for requesting release from the License Agreement.

- Non-enrollment at Sacramento State University  (verified by Housing Office)
  ( ) Graduation
  ( ) Transferring to Another School - List School: __________________________________
  ( ) Non-enrollment  (If withdrawing from University, attach copy of withdrawal verification from Admissions /Records)
  ( ) International Exchange Student – End of Exchange Program

- *Other  (Supporting documentation must be submitted with this request*)
  ( ) Military Service
  ( ) Marriage
  ( ) Medical
  ( ) Unexpected Family/Personal Hardship

*Appropriate documentation supporting the reason for release listed under “Other” must be attached to this application. (i.e. military orders, marriage certificate, medical verification, financial documentation, etc.) Approval for cancellation is subject to review by the Director of Housing.

If approved, you will be responsible for the following:

1. A cancellation service fee of $175.00, which is assessed to your University account.

2. In addition, rent and board will be charged based on date of release and/or check-out. Rental charges may include a required 30-day rental notice period. If you are eligible for a refund, please allow at least 4-6 weeks for processing. Refunds will be sent to local address on file with the University. If you need to change this address, you may do so on-line through your My Sac State account or by going to the Admissions and Records Office in Lassen Hall.

3. Proper checkout and completion of check-out paperwork is required. You must not leave without arranging appropriate check-out with your Residence Life Coordinator / Hall Manager, or you could be assessed additional charges.

I have thoroughly read Section I above. I have completed the appropriate information and submitted necessary documentation. I understand the information regarding my financial obligation and check-out responsibilities.

Student Signature ___________________________________ Date __________________
Section II. – Housing and Residential Life

( ) Release Approved

( ) Release Denied

Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________
________________________________________________________________________

Director of Housing or Designee Signature   Date

Office Use Only

Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Staff: Please date and initial the task completed

__________ Student notified

__________ RLC / HM notified and give copy of cancellation

__________ Process RCR

__________ Update Database Information

__________ Notify Dining Commons

__________ Process Refund

__________ Notified appropriate campus entities

(Ex: Parking, and Financial Aid)

Updated: 7/09