



University Housing Services

Request to Cancel Housing License Agreement

Name _____ Sac State ID: _____

Building: _____ Room#: _____ Phone #: _____

Do you currently have a Sac State Residence Hall Parking Permit? No Yes Permit #: _____

When are you requesting this cancellation be effective? Immediately End of Current Semester Summer

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

Non-enrollment at Sacramento State

- Graduation (No cancellation fee assessed)
- Transferring - List School: _____
- Non-enrollment (If withdrawing during semester, attach copy of withdrawal verification from Admissions /Records)
- Non-enrollment - Admission Rescinded by University
- International Exchange Student – End of Exchange Program (No cancellation fee assessed)

➤ **Other***

- Waitlist - Remove name from waitlist Group # _____ (No additional documentation required.)
- Military Service (No cancellation fee assessed)
- Marriage
- Medical
- Unexpected Family/Personal Hardship which has occurred since signing and submitting housing license Agreement / application

Letter of explanation and appropriate documentation which verifies and supports the explanation for release listed under "Other" is required and must be attached to this request. (i.e. military orders, marriage certificate, medical verification, divorce decree, employment change verification, financial documentation, etc.)

Review and Approval

- Approval for cancellation is subject to review by the Assistant Director for Housing Operations and the Cancellation Review Committee (if applicable).
- Residents with requests that fall within the "Other" category may meet with the Cancellation Review Committee to discuss request and provide clarification as needed. If student does not wish to attend meeting, decision will be based on information provided.

Do you wish to meet with the Review Committee to explain your request and situation?

- No Yes (If yes, you will be contacted for an appointment.)

If cancellation request is approved, resident will be responsible for the following:

1. Completion of check-out paperwork. Make arrangement with the RA/RLC to properly complete the move-out process.
2. A cancellation fee (\$250 during Academic Year and \$175 for Summer Term) if applicable, which will be assessed.
3. Room and board charges which will be charged based on date of check-out or release date, whichever is later. Rental charges may also include a 30-day rental notice period, if applicable.
 - If resident is eligible for a refund, please allow at least 2-3 weeks for processing after move-out. Refunds will be applied to student's University account if applicable or sent to current address on file with the University. Students may update this information through your My Sac State account.

If request is denied, student will remain obligated to the Terms and Conditions of License Agreement.

I have thoroughly read information above. I have completed the appropriate information and have attached the necessary statement and supporting documentation if applicable. I understand this request is subject to approval. I also understand the information regarding my financial obligations and check-out responsibilities.

Student Signature _____ Date _____

Return (all pages) to University Housing Services via: Email to housing@csus.edu ; Fax to (916) 278-5772. Or mail to 6000 J Street Sacramento, CA 95819-6067

Resident's Name _____ Sac State ID: _____

Office Use Only:

University Housing Services Release Approved Release Denied

Comments:

Assistant Director for Housing Operations *Date*

Committee Review (As Needed): Recommend To Approve Recommend to Deny

Comments:

Reviewing Committee Members:

Name (Print) Signature Date

Processing Items for Staff: Please date and initial the task completed

- cx _____ Resident Notified _____ RLC Notified _____ StarRez Updated
- _____ Campus Entities Notified (Dining Commons/ Parking/ Financial Aid)
- _____ Process Charge Pro-rations and Refund as Needed
- _____ Remove from student group

Notes: