

Instructions for Request for Release from the Student Housing License Agreement

The Housing & Residential Education License Agreement is binding for the entire academic period that the license agreement is contracted for. The provisions for obtaining a contract release are outlined and provided in part below.

Requesting Release

A student may request release from the license agreement and be considered for approval under the following circumstances:

- **Marriage** during the term of the license. Certified copy of marriage certificate is required.
- **Student status change** which includes withdrawal from all classes, graduation, medical withdrawal, except in cases of housing or university conduct violation. Provide documentation verifying disenrollment.
 - **NOTE:** *HRE does verify enrollment each term and will reinstate license fees for any licensee that is released for reason of "change in student status" and is later found to be enrolled.*
- **Hardship Consideration:** In the event of an extreme change in financial, medical, or personal situation since entering into the housing agreement, release from the housing agreement may be possible. Documentation of this change is required and must prove the severe difficulty or impossibility of continuing in the license, as determined by Housing & Residential Education. This is a subjective consideration for the student and for the University. Hardship requests are reviewed and may be approved or denied based on the severity of the hardship and whether or not it could have been foreseen when the license was originally signed.

PLEASE NOTE: Qualifying residents must complete the **Request for Release from the Student Housing License Agreement** on the reverse, attach a letter that describes the circumstances that necessitate a release, and include any additional documentation verifying the request; for example a doctor's note or documentation of employment termination.

Letters must be addressed to Janel Suliga, Director of Housing Services & Operations. Approved requests will be effective no fewer than 30 days after the date of the request; therefore, early request is advised. *Requests are never approved simply because a resident would prefer to live off-campus.*

Cancellations

Please refer to sections 7 and 8 in the Student Housing License Agreement for full terms and conditions.

Academic Year License Cancellation (for students who moved in fall 2018):

License Cancellation Requested	Cancellation Penalty
On or before June 11, 2018	No financial penalty
Between June 12 and July 3, 2018	\$100 penalty
Between July 4 and July 25, 2018	\$200 penalty
After July 25, 2018	\$200 plus a pro-rated room and board fee

New Spring 2019 License Cancellation (only for students starting residency in January 2019):

License Cancellation Requested	Cancellation Penalty
On or before November 18, 2018	No financial penalty
Between November 19 and December 19, 2018	\$200 penalty
After December 19, 2018	\$200 plus pro-rated room and board fee

Appeals

After a decision is rendered, a resident who wishes to appeal the decision has three business days to submit their request in writing to Cindy Derrico at cindy.derrico@csuci.edu, Associate Vice President for Student Affairs - Housing & Residential Education and Associated Students, Incorporated,.



Request for Release from Student Housing License Agreement

Please print legibly in all required areas:

Name: _____ Today's Date: _____

Student I.D. #: _____ Village Location & Room#): _____

Cell phone number, or best contact number: (_____) _____ - _____

All correspondence will be sent through your myCI email account: _____@myci.csuci.edu

Please check the provision that applies:

- ☐ **Cancellation** request on or before (*cancellation penalties apply*),
- ☐ **July 25, 2018** for the **Academic Year Licensees for 2018-19**
 - ☐ **December 19, 2018** for **new Spring 2019 Licensees only**
- ☐ **Marriage** during the license period
- ☐ **Change in Student Status** (you are not, or will not be enrolled for Fall 2018 or Spring 2019)
(NOTE: Check only one section of boxes below as it applies to your reason for cancellation request)
- ☐ *I will no longer be an enrolled student at the University as of _____.*
 - ☐ *I am graduating at the end of the **Fall 2018 semester***
 - ☐ *I am an International student and my program of study at CI is only for **Fall 2018 semester***
- ☐ **Hardship** circumstance

The following documentation **is required to evaluate your request for release**:

- A **letter** requesting release from the license which describes the circumstances.
- A copy of your **financial aid** letter or status (if you are requesting release due to a financial hardship)
- Any other **documentation** which will verify/substantiate the request.

I am requesting release from my Housing & Residential Education License Agreement. I understand that submission of this request does not constitute approval, and I remain liable for the full term of the license agreement until I have been notified otherwise. I understand that it may take up to three weeks to review my request and receive a response. I understand that approved requests will be effective no fewer than 30 days after the date of the request. I understand that if I am approved to be released from my Student Housing License Agreement but I decide to stay living in Student Housing, I must reapply and take the risk of being placed on a waitlist.

Student Signature _____

For office use only

☐ Approved ☐ Denied Effective cancellation: ____/____/____ Number of days to be charged: _____

RRLA Received Prior to Start Date of Occupancy: YES ☐ NO ☐ If NO, receipt date of RRLA: _____

Reviewer's notes: _____ Staff: _____

Emailed decision: ____/____/____ Scheduled move-out: ____/____/____ Cancellation: \$_____ Improper check-out: \$_____

Fee charged: (Room) \$_____ (Board) \$_____ Adjustment completed: ____/____/____

Occupancy Updated: ____/____/____ Staff: _____

Check-Out form: ____/____/____ ☐ RIF received ☐ Key received ☐ Request room cleaned
☐ Cancellation log ☐ Meal plan log ☐ Service indicator ☐ Scanned to SR _____

Group # _____
Deposit # _____
Date: ____/____/____
Payment Type: _____