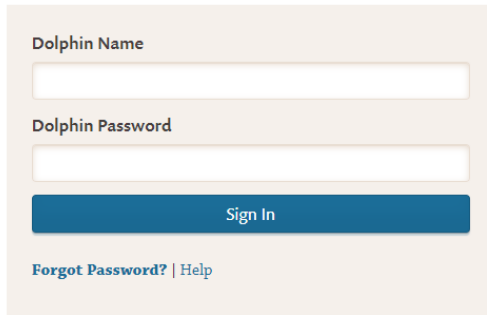
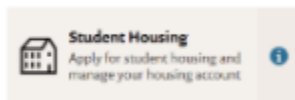

HOW TO SUBMIT A REQUEST TO CANCEL A HOUSING APPLICATION

1. Open your browser and go to <https://myci.csuci.edu> or www.csuci.edu and click on the myCI icon.
2. Enter your User ID and password to log in. NOTE: both are case sensitive.

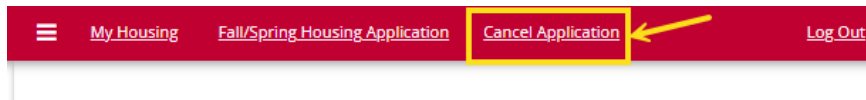


A login form with a light beige background. It contains two input fields: 'Dolphin Name' and 'Dolphin Password'. Below the password field is a blue 'Sign In' button. At the bottom, there is a link for 'Forgot Password? | Help'.

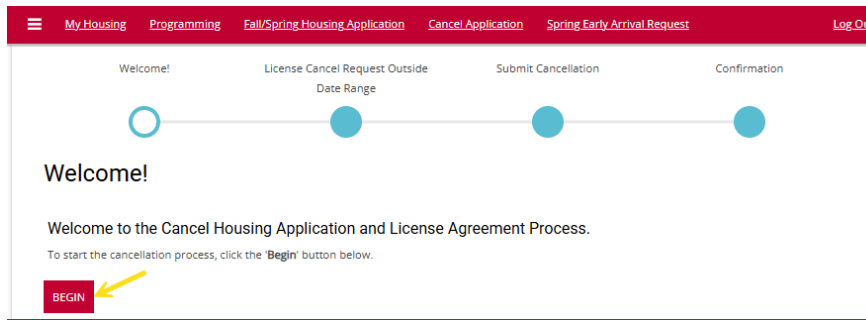
3. Click on the 'Student Housing' tile in the My Account section.



4. Click on the "Cancel Application" located in the top menu bar.



5. Select the application term you wish to cancel.
6. Once ready to start the cancellation process, select the "Begin" button.



7. Using the drop down, select the reason you are requesting to cancel, along with a detailed statement of your reason for cancellation. Below are reasons a cancellation request may be considered with appropriate verification documents:

Please select the provision that best addresses your circumstance as it applies to your request to cancel your license agreement:

Select your reason for cancelling

ⓘ

A request to cancel a housing license after the published deadline must be based on the cancellation standards listed above. The Licensee must provide a detailed statement of compelling reasons for cancellation request and include appropriate supporting documentation.

Please tell us why you are cancelling

ⓘ

You may be asked to provide additional documentation if your reason for cancelling is hardship or marriage.

SAVE & CONTINUE

- **Marriage**, during the term of the license. A certified copy of a marriage certificate is required.
- **Change in student status**, consist of withdrawal from all classes during the term of the license agreement. Licensees withdrawing from CSUCI prior to the end of the academic year shall vacate their assigned space within 24 hours after such withdrawal and complete required check out procedures with the main HRE office prior to departure from student housing.
 - i. *HRE verifies enrollment each term and will reinstate license fees for any licensee released from obligation of license terms under the provision “change in student status” and who 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 license agreement may be considered. **Documentation of this change is required and must support the severity or impossibility of continuing with the license, as determined by Housing & Residential Education.** Submissions received without sufficient documentation will be denied.
 - i. This is a subjective consideration for the student and for the University. Hardship requests are reviewed and considered based on the severity of hardship with supporting documentation. All hardship must have been unforeseen and have occurred after the license was originally signed. For all financial hardship requests, if licensee was awarded financial aid that was not fully accepted, this will not be considered as a financial hardship (i.e., offer of student loans not accepted).

7. Enter a brief description of why you are requesting to cancel.

a. Select ‘Save & Continue’

8. Upload your supporting documentation verifying your cancellation request. If documentation is insufficient your cancellation request may not be approved.

File Upload

Choose a file, or drag it here

SAVE & CONTINUE

- a. Once all supporting documentation has been uploaded, select ‘Save & Continue’

9. Finally, to complete the request to cancel form enter your Student ID number and select 'Submit Cancellation Request'.

Student ID:

signature

SUBMIT CANCELLATION REQUEST

