Instructions for Academic Year 2017-18

Request for Release from the Student Housing License Agreement

The Housing & Residential Education License Agreement is binding for the entire academic year. The provisions for obtaining a contract release are outlined in the license agreement 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:** Enrollment at CI, during the remaining academic year, after the Request for Release from Student Housing License Agreement has been granted will reinstate housing fees, which will be applied to the student account.
- **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 is possible. Documentation of this change is required and must prove the difficulty or impossibility to complete the terms of the contract, 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 significance of the change and its true impact.

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. Approved requests will be effective no fewer than 30 days after the date of the request; therefore, early request is advised.

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

<table>
<thead>
<tr>
<th>License Cancellation Requested</th>
<th>Cancellation Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before June 5, 2017</td>
<td>No financial penalty</td>
</tr>
<tr>
<td>Between June 6 and July 3, 2017</td>
<td>$100 penalty</td>
</tr>
<tr>
<td>Between July 4 and July 26, 2017</td>
<td>$200 penalty</td>
</tr>
<tr>
<td>After July 26, 2017</td>
<td>$200 plus a pro-rated room and board fee</td>
</tr>
</tbody>
</table>

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: Name ___________________________ Date ______________

Student I.D. # ___________________________ Room # ___________________________

Cell phone number, or best contact number: (_______) _______ - ______________

All correspondence will be sent through your myCI email account only.

_____________________________________________ _____________________________@myci.csuci.edu

Please check the provision that applies:

- Cancellation request on or before July 26, 2017 for the Academic Year 2017-18
- Marriage during the 2017-18 academic term
- Change in Student Status for the 2017-18 academic term
- Hardship circumstance

The following documentation must be included:

- A letter requesting release from the license which describes the circumstances.
- A copy of your financial aid letter or status.
- Any 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: ___________________ / /___


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