

The CSUEB Student Housing contract that you signed committed you to occupy the apartment space under the terms and conditions for occupancy and for the duration of time as stated on the contract. The CSUEB Student Housing License Agreement states the conditions under which the agreement may be cancelled. **Please refer to the CSUEB Student Housing License Agreement prior to completing this request.**

_____	_____	Requesting cancellation for 20_____
Last Name, First Name	Net ID	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
_____	_____	_____
Contact Phone Number	Assignment	Requested Date to Vacate Assignment

You are obligated to the terms of your CSUEB Student Housing contract until you are notified that your request has been approved. Filing of this request **does not** relieve you of the responsibility to make your housing payments on the scheduled due dates. Any overpayments made will be refunded to your student account.

Cancellation PRIOR to occupancy WITH 30 days notice: If you cancel your contract at least 30 days **prior** to the start of the license period, you will receive a refund of fees paid minus a \$100.00 cancellation fee and any other administrative fees.

Cancellation PRIOR to occupancy WITH LESS THAN 30 days notice: If you request to cancel your contract **prior** to the start of the license period, but with less than 30 days notification, a pro-rated charge may be made for each day of notice less than 30 days in addition to a \$100.00 cancellation fee, and any other administrative fees.

Cancellation AFTER the beginning of the license period: Contract cancellation requests made **after** the start of the license period are subject to 30 days rent, a \$100.00 cancellation fee, and any other administrative fees. Documentation must be provided by the resident to support this request. **Please see Appendix A of the CSUEB Student Community Living Guide for examples of supporting documents.**

Reason for cancellation request:

- | | |
|--|--|
| <input type="checkbox"/> Graduation from CSUEB Date: _____ | <input type="checkbox"/> Hardship (financial, medical, personal) |
| <input type="checkbox"/> Withdrawal from CSUEB Date: _____ | <input type="checkbox"/> Marriage Date: _____ |
| <input type="checkbox"/> Waitlist Removal | <input type="checkbox"/> Other: _____ |

This is only a request. I understand that I am fully obligated under the terms of the license agreement until such time that I am notified of the approval of this request.

Licensee Signature: _____ Date: _____
Parent/Guardian signature required for students under the age of 18

Important Cancellation Request Dates

- | | |
|--------------------------|---|
| July 18, 2019 | Last day to cancel 2019-2020 License Agreement with \$100.00 cancellation fee. |
| November 14, 2019 | Last day to submit <i>Request to Cancel</i> for spring semester. (Approval Required) |
| December 13, 2019 | Last day for new 2020 spring applicants to cancel License Agreement with \$100.00 cancellation fee. (Application fee is non-refundable) |

Please read the other side of this sheet for additional information regarding cancellation charges.

Important Information Regarding Cancellation Charges

For Waitlist Applicants:

If you are removing yourself from the waitlist prior to being offered an assignment, the cancellation fee will be waived and your initial payment will be refunded to your student account.

For Future Residents:

All approved cancellation requests from future residents with a confirmed space are subject to a \$100.00 cancellation fee, any administrative fees, and if less than 30 days notice is given, a pro-rated charge may be made for each day of notice less than 30 days.

For Current Residents:

All approved cancellation requests from current residents are subject to 30 days rent, a \$100.00 cancellation fee, and any other administrative fees. **Note: If the reason for cancellation is "Graduation", the 30 days rent and \$100.00 cancellation fee are waived.**

Automatic Charges for Approved Cancellations:

Housing Type	Cancellation Fee	30-Day Rent Charge
PH Apartment Doubles	\$100.00	\$1,023.53
PH Apartment Singles	\$100.00	\$1,237.61
PH Apartment Triples	\$100.00	\$802.39
PH Suites Doubles	\$100.00	\$983.82
PH Suites Triples	\$100.00	\$770.18
UV Apartment Doubles	\$100.00	\$1,148.27
UV Apartment Triples	\$100.00	\$956.47

- Meal plan charges cannot be prorated if the cancellation request is submitted and approved more than 30 days after the start of the license period.
- Failure to properly check out will result in additional fees charged to your student account.

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Empl ID: _____

Supporting documents attached: Yes No

Verified date of: Marriage _____

Signed copy of marriage license due _____

Graduation _____

Withdrawal _____

Automatic Cancellation: Yes No

Action Taken: Request Denied Request Pending Request Approved Effective: _____

Notes: _____

Staff Initials _____

Date _____