Instructions for Academic Year 2016-2017
Request for Release from the Student Housing License Agreement

The Housing and 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 and 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. Requests are never approved simply because a resident would prefer living off-campus.

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 May 23, 2016</td>
<td>No financial penalty</td>
</tr>
<tr>
<td>Between May 24 and July 1, 2016</td>
<td>$100 penalty</td>
</tr>
<tr>
<td>Between July 2 and July 27, 2016</td>
<td>$200 penalty</td>
</tr>
<tr>
<td>After July 27, 2016</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 the Executive Director for Housing and Residential Education, Cindy Derrico **cindy.derrico@csuci.edu**.
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 27, 2016 for the Academic Year 2016-2017
☐ Marriage during the 2016-2017 academic term
☐ Change in Student Status for the 2016-2017 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 and 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: ___/____/____  Cancelation: $__________  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