Instructions for 2015-2016
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.

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, Associate Director for Administration and 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 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 18, 2015</td>
<td>No financial penalty</td>
</tr>
<tr>
<td>Between May 19 and July 3, 2015</td>
<td>$100 penalty</td>
</tr>
<tr>
<td>Between July 4 and July 22, 2015</td>
<td>$200 penalty</td>
</tr>
<tr>
<td>After July 22, 2015</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 22, 2015 for the Academic Year 2015-2016; OR on or before December 16, 2015 for a new Spring 2016 license

☐ Marriage during the 2015-2016 academic term

☐ Change in Student Status for the 2015-2016 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: __________

Reviewer’s notes: _______________________________________________ Staff: _____________________  ___/____/____


Fee charged: (Room) $_____________ (Board) $_____________ Adjustment completed: ___/____/____

Occupancy Updated: ___/____/____  Staff: _____________________

Check-Out form: ___/____/____  ☐ RIF received  ☐ Request room cleaned