

**Department of Student Housing and Conference Services**

17950 Lassen Street, Northridge, CA, 91325 Ph: 818/677-2160 Fax: 818/677-4888

**Request for Release from Student Housing License Agreement**

This thirty day written request does not guarantee release. Request subject to approval by Student Housing.

Name \_\_\_\_\_ CSUN ID \_\_\_\_\_ Bldg./Room # \_\_\_\_\_

Address: \_\_\_\_\_  
Street and Apartment number \_\_\_\_\_ CSUN Mailbox # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_  
Circle One: Cell \_\_\_\_\_ Home Phone \_\_\_\_\_

**Occupancy:** (Circle what is applicable) Double \_\_\_\_\_ Single \_\_\_\_\_ W/Kitchen \_\_\_\_\_ W/O Kitchen \_\_\_\_\_

**Term:** (Write in a year for requesting term) Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

**Reason:** (Check only one)

\_\_\_\_\_ **Cancellation from Wait List**

\_\_\_\_\_ **Cancellation before check in.** Must be received in the Student Housing office before July 21<sup>st</sup> for academic year students and December 21<sup>st</sup> for Spring Only applicants. After this date, you must use a reason listed below.

\_\_\_\_\_ **End of Student Status** Effective date \_\_\_\_\_.

Applies to students withdrawing from classes, transferring to another university, graduating and one semester National Student Exchange students. If you are enrolled in classes during/after proposed release date your request will be denied/revoked and charges may be re-applied to your myNorthridge account.

\_\_\_\_\_ **Marriage date.** Copy of the marriage certificate is required.

\_\_\_\_\_ **Hardship – Financial.** See attached for required additional information.

\_\_\_\_\_ **Hardship – Emotional/Medical.** See attached for required additional information.

**If approved,** your room key must be returned to the Student Housing Office for your cancellation to be considered complete. Any amount owed on your University Student Account is due and payable within 14 days after your cancellation date. You will not be able to receive transcripts or your diploma if you have a balance due on your account. Late fees may also be assessed if your account is not paid over a period of time. The \$50 processing fee is non-refundable.

**You must officially check out by the approved cancellation date.** Charges will be assessed for not returning card key. If you have not completely checked out by the cancellation date indicated below, the approval of this request will be void, and you will continue to be charged. Remember – you will continue to be charged until your keys are returned to Building 6, Student Housing Office. Hours: Monday–Friday 8:00 a.m. – 5:00 p.m.

I understand my 30 days written request for release from the Student Housing License Agreement will be processed according to the parameters outlined in the Student Housing Agreement, Section V. I understand that I may continue to incur charges if I move out while my request is being processed. To the best of my knowledge, all statements that I have made on this form and on any attached form, letters and documents are true and accurate. I understand that any perjured statement on these form, letters and documents will result in penalty fees being assessed against my account.

**Resident's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Required if student is below the age of 18 and a parent/guardian has signed the license agreement.

**For office use only**

**Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_ **Cancellation Date** \_\_\_\_\_

Office comments \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date Reviewed \_\_\_\_\_

## **For Students Attempting to Cancel Under the “Financial or Emotional Hardship” Category**

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As stated in the license agreement, any licensee (student) who requests to vacate the housing facility shall give at least 30 day's written notice of intention to vacate or cancel a reservation and the reason therefore.

Note: Release from the housing contract is contingent upon official approval. You are liable for any and all housing charges until the check out procedure is complete.

Following is a list of required documents that will expedite the contract review process and allow us to more effectively evaluate your request to be released from your housing contract.

1. A detailed letter from the licensee stating the nature of the financial or emotional hardship and why it is necessary to terminate the housing contract.
2. A letter from a parent or guardian acknowledging the hardship and stating facts as to why it is necessary for you to cancel. This request is applicable to students whose parents have co-signed the licensee agreement, as well as students who are soliciting financial support from parents.
3. Financial Category: Submit copies of documents showing a financial *change* from the time you moved into Student Housing. (An example: if a parent has lost his/her job, please include any official documentation to support this fact, such as a layoff notice or unemployment claim)
4. Emotional Category: Submit any documents showing reasons why you are unable to live in housing. (An example: if you have consulted a counselor or doctor, you may include a letter from them that supports your cancellation request.)

A final decision will be made indicating whether your request has been approved or denied, and you will be notified by email to your CSUN email address, of this decision. Including supporting documentation does not guarantee that your request for cancellation will be approved.

This process may take between 1-3 weeks, depending on the nature of the hardship and the time needed for each evaluation. Therefore, we appreciate your full cooperation and patience.

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### **Student Check-List**

- ✓ Return completed form to the Housing Office Front Desk to be considered for approval.
- ✓ Make sure you give 30 days notice to avoid extra charges to your account.
- ✓ On the day you vacate your residence hall bed space, you will need to check out with the Housing Office by returning your card key(s).

**\*\*Please do not sign a lease or contract for other living accommodations until after a decision is made regarding your request to cancel. \*\***