



Student Housing Request to Cancel 2019 2020

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	Fall	Spring	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:

Graduation from CSUEB Date: _____

Hardship (financial, medical, personal)

Withdrawal from CSUEB Date: _____

Marriage Date: _____

Waitlist Removal

Other: _____

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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 *Request to Cancel* 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

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
	\$100.00	\$802.39
PH Suites Doubles	\$100.00	\$983.82
UV Apartment Doubles	\$100.00	\$1,148.27