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## REQUEST TO PETITION INTENT TO VACATE THE RESIDENCE COMMUNITY

Last Name _____	First Name _____
Date _____ University ID # _____	Campus Address _____
Phone Number _____	Email Address _____

I hereby request a petition to vacate the SFSU Residence Community on: \_\_\_\_\_

Your student Housing License Agreement is for the entire academic year. It is a signed legal agreement between you and the Trustees of the California State University. It is expected and agreed that you will remain in the Residence Community for the entire academic year. In order to gain approval for a license cancellation, you must provide 30 days notice **AND** meet one of the following criteria to be approved for cancellation:

1. **End of Student Status**—certification from Registrar’s Office is **required**. Failure to provide proof of withdrawal from the University, or continued enrollment at SFSU may result in your student account being assessed for the full financial term of the contract.
2. **Marriage**—official marriage or domestic partner certificate is required. Marriage license applications which expire and become void after 90 days are not acceptable.
3. **Hardship or extraordinary circumstances** occurring **subsequent** to signing of the Student Housing License Agreement and determined by the University to be beyond your control. **Written verification is required**. This means, whatever hardship case which occurred after you signed your contract and was not within the scope of your control to avoid or resolve, you must provide verifiable documentation supporting your case.

Please check one of the boxes and use the space provided on the back of this form to describe your reason(s) for requesting to vacate your residence community space. Please be specific.

- No longer attending SFSU (withdrawing, graduating, and transferring. Attach documentation)
- Marriage (attach copy of marriage license)
- Hardship (describe in detail on the back of this form and attach documentation)
- Other

I understand submitting this notice does not imply release from the terms and conditions of my Student Housing License Agreement. I will continue to be financially obligated according to the terms and conditions of the License Agreement until a review of my situation by the appropriate University Housing administrator should determine otherwise.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please note** it may take up to **two (2) weeks** to receive a written response to your request. If you choose to move even though your petition has been denied, you may be required to pay in full for the entire academic year as required by the License Agreement.

