

# REQUEST TO VACATE RESIDENCE HALL FACILITY

For Residents who are Leaving the University

(The "Request to vacate residence hall facility" for residents remaining at the university is a separate form.)

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Room Number and Building

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date You Wish to Vacate

**I am requesting to vacate my residence hall bed space for the following reason:**

- I am on National Student Exchange for one semester only
- I am graduating and not continuing to take classes at HSU
- I am withdrawing from HSU (*note: you must vacate within 5 days of withdrawing from HSU*)
- I am taking an educational leave from HSU (*note: you must vacate within 5 days of taking leave from HSU*)
- I am transferring to another school
- I have been academically disqualified

**Student Check-List**

- ✓ **Return completed form to the Housing Office Front Desk as soon as you decide to vacate.**
- ✓ **Make sure you give 30 days notice to avoid penalty fees.** *Please note: a 30 day notice for spring semester would be required 30 days before the end of the fall semester, not 30 days before the beginning of the spring semester. The last day to give notice without penalty for the Spring 2011 Semester is November 18, 2010.*
- ✓ **On the day you vacate your residence hall bed space, you will need to check out with the Housing Office or Information Desk by returning your keys and completing a change of address card.**

This written Request to Vacate is a document that must be submitted by any licensee who wishes to move out of the residence halls because he/she is leaving the university after the start of the fee period. The fee period starts on the day the residence halls open for the academic year, as cited in Section II-A of the Housing License. To submit your Request to Vacate, please complete all the information above, sign the form and return the form to the Housing Office.

The Department of Housing + Dining Services license is binding for the full term of the license and a licensee may only be released if he/she is leaving the university. **A 30-day notice is required.** Failure to provide a 30-day notice will result in a penalty fee. See the "License Cancellations/Revocations and Refund Policy" section of the Housing License for further clarification. Please be advised that if you return to HSU and register for classes during the academic year you are requesting to vacate, you will be invoiced for the remainder of your Housing and Dining contract per your original agreement for the academic year.

I understand my Request to Cancel will be processed according to the parameters outlined in Article 5, Title 5 of the California Administrative Code, my Housing License and the Housing Facility Regulations. I understand that I may not vacate my bed space such time as this form is submitted to the Housing Office. To the best of my knowledge, all statements that I have made on this form and on any attached forms, letters and documents are true and accurate. I understand that any perjured statements on these forms, letters and documents will result in penalty fees being assessed against my account. If I disagree with any charges to my account, I understand I must submit a written appeal to the Housing Office within 6 months of vacating the residence halls. After 6 months, appeals will not be reviewed and penalties will not be reversed for any reason.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date