

REQUEST TO VACATE RESIDENCE HALL FACILITY

For Residents Remaining a Student at the University

(The "request to vacate residence hall facility" for residents who are leaving 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
Reason for leaving: _____		
Please select one of the following:		
<input type="checkbox"/> I would like to cancel my Residence Hall Dining License Agreement and Meal Plan as well.		
<input type="checkbox"/> I would like to keep my meal plan. I am aware that if I wish to keep my meal plan, I must pay in full prior to vacating the residence halls.		
Student Check-List		
<input checked="" type="checkbox"/> Return completed form to the Housing Office Front Desk before you vacate.		
<input checked="" type="checkbox"/> 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.		

As stated in the Student Housing License Agreement "signing this License obligates Licensee to reside in the residence halls for the entire academic year or balance thereof." If you decide to leave the residence halls while continuing to remain a student enrolled in classes at HSU, according to the terms of the license agreement, you are legally and financially responsible for payment of the entire housing and dining charges for the balance of the academic year. As a courtesy to residents, we will reduce the financial obligation to a **60-day penalty fee** for breaking the license agreement. The 60-day penalty is based on the daily rates assessed to your account for your room and meal plan. For the 2009-2010 academic year, the estimated cost of a 60-day penalty for a double room with a meal plan is approximately \$1,716. This amount can be higher if you have a single room or lower if you have a room with no meal plan. **Please be advised: you are also responsible for the daily room and board rate until you check out of your room and turn in your keys.**

Please submit this completed form to the Housing Office Front Desk. 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. **Your license will then be cancelled and your student account will be billed the 60-day penalty, and all daily room and meal plan costs accrued during your residency.**

I understand my Request to Vacate 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 until 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. I agree that I will submit a written appeal to the Housing Office within 6 months of vacating if I have special circumstances for vacating the residence halls. After 6 months, appeals will not be reviewed and penalties will not be reversed for any reason.

Signature

Date