UNIVERSITY HOUSING SERVICES • One Washington Square, San José, CA 95192-0133 • Voice: 408-795-5600 • Fax: 408-795-5678

Petition to Cancel Annual Housing License

It is very difficult to cancel your annual housing license. In order to cancel a license, the CSU Chancellor's Office requires verification of a significant change in circumstances after signing the license contract. Very few residents who petition to cancel for reasons other than *marriage* and not attending SJSU are released from the license, and substantial documentation is needed before a petition can even be considered for review.

*Before proceeding with your petition please review the **"Petition to Cancel Annual Housing License Guidelines"** brochure. It provides additional information and clarification of the cancellation process.*

Please complete the information below:

Date:_____ *Desired Effective Date of Cancellation:_____ (move out date)

All or part of following Session: Fall 2009 Spring 2010 Summer 2010 (circle one)

SJSU ID Number:_____ Gender: Male_____ Female_____

Last Name:_____ First Name:_____

Permanent Address:_____
Street City State Zip

Current Housing Assignment: Hall/Apt._____ Room/Apt.#_____ Phone #_____

Cell Phone:_____

Student Signature:_____

Please check the boxes which best describe your circumstance/reason for petitioning to cancel:

☐ **Change in Student Status***
Check one of the following: Graduation___ Withdrawal___ Transfer___ Off-Campus Internship___

☐ **Marriage***

☐ **Medical/Psychological Hardship*****

☐ **Financial Hardship*****

☐ **Personal Hardship*****

* Date may be determined by time of cancellation during year, see approved cancellation form for effective date
** Requires supporting documentation (except Not Attending- UHS will verify campus records)
*** Requires supporting documentation and a letter of explanation from the resident.

Please submit this form and all required documentation to the UHS Office on the 2nd floor of Building B, in the Campus Village.

FOR OFFICE USE ONLY: APPROVED_____ EFFECTIVE DATE_____