

MOVING OUT NEXT SEMESTER?

SPRING ROOM CANCELLATION PROCESS

If you will **NOT BE ATTENDING SJSU** in the **SPRING 2010 SEMESTER** or will be involved in a study abroad program, you must officially cancel your Annual Housing License. In order to do this, you must complete the following steps:

1. **COMPLETE A “PETITION TO CANCEL” FORM**, indicating your reason for requesting a cancellation (e.g. graduation, transfer, withdrawal from the university, etc.). Forms are available in the University Housing Services office, located on the 2nd floor of building B (office hours M-F, 9 AM – 4 PM).
2. **ATTACH DOCUMENTATION** to verify your reason for requesting a cancellation to your petition (e.g. graduation worksheet, acceptance notice from another university, etc).
3. **SUBMIT PAPERWORK BY OCTOBER 15, 2009** to avoid a late notice and late fee for Spring charges.
4. **CANCELLATIONS FOR ANY OTHER REASON** will be reviewed and considered on a case-by-case basis.

If you have any questions about this process, please contact the Housing office.

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