

Petition For Cancellation of License Agreement

It is very difficult to cancel your housing license. In order to cancel a license, University Courtyard requires verification of a significant change in circumstances after the cancellation deadline. Very few residents who petition to cancel for reasons other than not attending Fresno State are released from the license, and substantial documentation is needed before the petition can even be considered for review.

Before proceeding with your petition, please review the "Petition for Cancellation Housing License Guidelines."

It provides additional information and clarification on the cancellation process.

Please complete the information below:

Application Term (Circle one): 2018-2019 Academic Year Spring 2019

Today's Date: _____ Desired Effective Date of Cancellation: _____

Name of Licensee:

First

Middle

Last (Family) Name

Hall/Room/Bed: _____ Fresno State ID # _____

Permanent Address:

Street Address or PO Box

City, State, Zip Code and Country

Local/Cell Phone: _____ Email: _____

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

Change in Student Status (Requires documentation) - Check one: __ Graduation __ Withdrawal __ Transfer __ Study Abroad

Medical/Psychological Hardship (Requires supporting documentation)

Personal Hardship (Requires supporting documentation) Other _____

MUST READ Additional Information:

- If you selected a reason above that requires supporting documentation, you must submit the required documentation along with a letter of explanation. **Supporting documentation does NOT guarantee release of your contract. (See Petition to Cancel Guidelines for further information)**
- Please submit this Petition along with the \$50 processing fee (payable to University Courtyard) to the University Courtyard accounting office (inside the Atrium) during regular business hours, Monday-Friday 8am to 5pm.
- Please allow up to two weeks for processing upon our receipt of this Petition. If you have any questions or should you not hear from us within this period of time, please contact us at 559.278.2345 (option 5).
- Do not sign leases or plan to move until you have been notified, in writing, that your petition has been approved.

Required Signature(s) Needed:

The undersigned acknowledges and agrees that he/she is **not released** from the Student Housing and Meal Plan License Agreement except upon terms and conditions contained in any written approval of this Petition issued by the Coordinator of Housing Operations. If the petition is denied, the \$50 processing fee will be applied to your account balance.

Signature of Licensee

Date

Parent/Guardian Signature
(Required if Licensee under 18 yrs.)

Date

OFFICE USE ONLY

Method of Transmittal _____
(Personal, certified mail, regular mail)

Date Received

Time Received

Received By

OFFICE USE ONLY FOR AUTHORIZATION

1. Processing fee received by _____ Receipt # _____
2. Approved: Yes Date _____
 No
Effective: End of semester
 Date of check-out
 Not enrolled in classes
Assessment: Yes # of days _____
 No
3. Denied _____ Date _____
4. Letter sent on _____

Notes