FRESNO STATE
Student Housing

5152 North Barton Ave. M/S RH82
Fresno, CA 93740
(559) 278-2345 or (800) 555-0482

Petition For Cancellation of License Agreement

It is very difficult to cancel your housing license. In order to cancel a license, Student Housing 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): 2020-2021 Academic Year New Spring 2021

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 documenation 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 Student Housing) to the housing accounting office (inside the Atrium) during regular business hours, Monday-Friday 8am to 4:45pm.
- 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 Date
(Required if Licensee under 18 yrs.)

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