

REQUEST TO VACATE RESIDENCE HALL FACILITY

For Residents Remaining a Student at HSU

(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 read the following:		
<input type="checkbox"/> I am aware that I am responsible for room and meal plan charges for the entire academic year and my current meal plan will be switched to an Off Campus Meal Plan.		
Student Check-List		
<input type="checkbox"/> Return this completed form to the Housing Office Front Desk before you vacate.		
<input type="checkbox"/> On the day you vacate your residence hall bed space, you will need to check out and return your keys at the Housing Office or Information Desk. Keys _____		

As stated in the Student Housing & Residence Life 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. 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. Please complete your change of address in the Student Center on your myHumboldt account. **Your license will then be cancelled and your student account will be billed the entire academic year room and board fees, 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