

**HUMBOLDT STATE UNIVERSITY**  
Housing & Residence Life

**APPEAL FOR LICENSE AGREEMENT RELEASE**

Please print or type **AFTER** reading the instructions on reverse side.

Name: \_\_\_\_\_ HSU ID#: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(We will be communicating via email, so please list an email address that you check regularly.)

Residence Hall Address: \_\_\_\_\_

I am applying for License Agreement release for the following term(s). Circle all that apply:

Fall                      Spring                      Summer

**APPLIED FOR FINANCIAL AID? (Circle one) YES / NO**

**Briefly** state the primary reason for seeking this release of License Agreement (i.e. medical, financial, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALL LICENSE AGREEMENTS ARE FOR THE ENTIRE ACADEMIC YEAR OR BALANCE THEREOF. YOU CANNOT APPEAL THE \$200 NON-REFUNDABLE APPLICATION FEE. A STUDENT (HEREINAFTER CALLED "LICENSEE") MUST HAVE AN APPROVED RELEASE FROM THE LICENSE AGREEMENT IN WRITING TO TERMINATE CHARGES FOR ROOM AND BOARD CHARGES.**

**TO OBTAIN A LICENSE AGREEMENT RELEASE, THE LICENSEE MUST PROVE THAT THERE HAS BEEN AN EXTRAORDINARY CAUSE, OR A SERIOUS, COMPELLING AND UNFORESEEN MEDICAL OR FINANCIAL CIRCUMSTANCE THAT THE LICENSEE HAS ENCOUNTERED SINCE THE LICENSE AGREEMENT WAS SIGNED THAT PROHIBITS THE LICENSEE FROM FULFILLING THEIR LICENSE AGREEMENT OBLIGATIONS.**

**AN APPEAL FOR LICENSE AGREEMENT RELEASE WILL NOT BE ACCEPTED FOR REVIEW WITHOUT APPROPRIATE SUPPORTING DOCUMENTATION (see reverse for further details).**

**SUBMISSION OF THIS APPEAL AND SUPPORTING DOCUMENTATION DOES NOT ENSURE AN APPROVED LICENSE AGREEMENT RELEASE, BUT MERELY PROPER REVIEW AND EVALUATION. THE APPEALS COMMITTEE MAKES RECOMMENDATIONS TO THE DIRECTOR TO REVIEW.**

**I have read the statements above and have reviewed the information on the reverse side. I understand the information contained in this Appeal for License Agreement Release and furthermore understand that it is my responsibility to provide any and all information pertinent to my situation as it relates to the guidelines for applying for a License Agreement Release.**

Licensee's Signature \_\_\_\_\_ Date \_\_\_\_\_

## LICENSE AGREEMENT RELEASE DOCUMENTATION GUIDELINES

1. It is important that the Licensee clearly state the reason(s) for seeking a release from their License Agreement. This should be in a detailed, typed statement from the Licensee.
2. The Appeal for License Agreement Release will not be accepted for review/decision without documentation that supports the reason for the request. In other words, it is the responsibility of the Licensee to provide the information which proves that this case involves a **serious, compelling and unforeseen medical or financial circumstance that the Licensee has encountered since the License Agreement was signed, that prohibits the Licensee from fulfilling their License Agreement obligations.** It is not the responsibility of the Housing Staff or the reviewer (Appeals Committee) to gather this information on the Licensee's behalf.
3. Decisions are based on the documentation provided. The verdict of a case is delivered to the Licensee in the form of an email statement of approval or denial which is sent to the designated email address of the Licensee. **For an approval of License Agreement Release, the Licensee will be given a time frame in which to officially check out of the residence hall. Failure to check out within this time frame may negate the License Agreement release. For a denial of License Agreement release, APPEALS COMMITTEE DECISIONS REVIEWED BY THE DIRECTOR ARE FINAL and cannot be further appealed.**
4. Listed below are some examples of the types of documentation which may be provided in support of an Appeal for License Agreement Release. This list is not meant to be exhaustive, but rather an indication of the types of materials which may be useful as the Licensee gathers information to "prove" that a License Agreement Release is warranted. Remember, the burden of proof rests with the Licensee. When thinking of how to "prove" the validity of an Appeal for License Agreement Release (proving a serious, compelling and unforeseen change), cover all aspects of the situation, use a logical sequence to show how and why this request meets the guidelines for a License Agreement release. Thorough documentation is essential.
5. Failure to maintain grade point averages, causing a loss of financial aid, does not constitute a successful appeal.

**Medical:** Licensee must provide a signed, detailed explanation **from a physician** (general practitioner or specialist) detailing exactly how the particular medical/psychological problem is negatively impacted by residence hall living; the physician needs to make an explicit statement recommending moving out of the residence hall environment because of this specific problem. Specific information about the illness/injury, date that it first occurred, treatment plan, follow-up visits, expected duration, special equipment needed, etc. are necessary.

**Financial:** Licensee must provide any type of financial record that shows the change in financial status that causes the Licensee to be unable to fulfill his/her License Agreement obligation. To prove that a decrease in income/revenue has taken place, it is necessary to show documentation of the state of finances prior to the change in circumstances. Documents such as pay stubs, tax forms, bank statements, leases, note from employers, etc., can generally verify the financial state of a Licensee and/or parents prior to any change that may have occurred. It is important to be able to verify the date that the financial change occurred, the cause of the problem, and any actions taken to attempt to alleviate the financial strain. Are there any benefits, loans, or grants that may be obtained to attempt to alleviate the problem? Documentation of the financial state after the change occurred is necessary. Layoff notices, unemployment compensation reports, insurance reports, unanticipated bills not covered by insurance, bankruptcy petitions, divorce decrees, wills, pay stubs, are all types of documents which may be useful depending on the individual circumstances. Again, the point is to prove that a significant and unforeseen change has occurred since the License Agreement was signed. It is important to note that if a Licensee is considered financially dependent (by financial aid and federal government guidelines), the parents' financial information must be considered even if the parents say they are not contributing to the Licensee's education.

**Licensee:** Initial that you have read the above information and are aware of your responsibilities as it relates to the License Agreement Release process \_\_\_\_\_.