

**REQUEST TO VACATE
RESIDENCE HALLS
For Residents Who are Leaving
HSU and the Residence Halls**

_____	_____	_____
Resident Name (Please Print)	ID Number	Room Number and Building
_____	_____	_____
Email Address	Telephone Number	Date You Wish to Vacate
I am requesting to vacate my residence hall bed space for the following reason:		
_____ I am an International Student here for one semester only.		
_____ I am graduating and not continuing to take classes at HSU.		
_____ I am taking an educational leave from HSU (<i>note: you must vacate within 5 days of taking leave from HSU</i>).		
_____ I am transferring to another school.		
_____ I have been academically disqualified.		
_____ I am withdrawing from HSU (<i>note: you must vacate within 5 days of withdrawing from HSU</i>).		
If withdrawing, list reason why: _____		

This written Request to Vacate is a document that must be submitted by any licensee who wishes to move out of the residence halls because he/she is leaving the university after the start of the fee period. The fee period starts on the day the residence halls open for the academic year, as cited in Section II-A of the Housing License. **To submit your Request to Vacate, please complete all the information above, sign the form and return the form to the Housing Office.**

The Housing & Residence Life License is binding for the full term of the license and a licensee may only be released if he/she is leaving the university. **A 30-day notice is required.** Failure to provide a 30-day notice will result in penalty fees for room and board. (Please note: A 30-day notice for the spring semester would be required 30 days prior to the end of the fall semester, not 30 days before the beginning of the spring semester. The last day to give notice without penalty for the Spring 2018 Semester is November 16, 2017.) See the "License Cancellations/Revocations and Refund Policy" section of the Housing License for further clarification.

Please be advised that if you return to HSU and register for classes during the same academic year that you are requesting to vacate, you will be invoiced for the remainder of your Housing & Residence Life contract per your original agreement for the academic year.

I understand my Request to Cancel will be processed according to the parameters outlined in Article 5, Title 5 of the California Administrative Code, my Housing and Dining License Agreement and the Housing Facility Regulations. I understand that I may not vacate my bed space until 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. If I disagree with any charges to my account, I understand I must submit a written appeal to the Housing Office within 6 months of vacating the residence halls. After 6 months, appeals will not be reviewed and penalties will not be reversed for any reason.

Signature

Date

For Office Use Only	
Vacate Entered: <input type="checkbox"/>	Keys: Yes No
HNR Hold: <input type="checkbox"/>	RIR _____