

**REQUEST TO VACATE
RESIDENCE HALLS
For Residents Remaining
A Student at HSU**

_____	_____	_____
Resident Name (Please Print)	ID Number	Room Number and Building
_____	_____	_____
Email Address	Telephone Number	Date You Wish to Vacate
Reason for leaving: _____		
<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.		

As stated in the 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 and return your keyset. Please complete your change of address in the Student Center in 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 and Dining License Agreement 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 can 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

For Office Use Only

Vacate Entered: Keys: Yes No

HNR Hold: RIR _____