I am graduating.

Along with this form, the following additional documentation must be submitted: (1) A copy of your Degree Evaluation

(accessible on WebPortal) showing that studying abroad/interning is a degree requirement (2) A copy of the acceptance letter

to the study abroad/internship program

w

If your request is approved, the applicable cancellation fees will be charged.

r

I am an international exchange student leaving SDSU.

w

No further documentation is required. OHA will verify your status with campus officials.

w

If your request is approved, the applicable cancellation fees will be charged.

r

w

w

No further documentation is required. OHA will verify your status with campus officials.

w

If your request is approved, the applicable cancellation fees will be charged.

r

I am in the military and am being deployed.

w

Along with this form, the following additional documentation must be submitted: (1) A copy of your duty orders

w

If your request is approved, the applicable cancellation fees will be charged.

r

campus officials.

w

If your request is approved, a 30-day rent fee will be charged (beyond the day you check out of your room) and any

applicable cancellation fees.

r

I have a medical hardship and will continue attending SDSU.

w

In addition to completing this form, registration with Student Disability Services (SDS) must be completed. OHA will

confer SDS regarding your medical hardship request.

w

If your request is approved, a 30-day rent fee will be charged (beyond the day you check out of your room) and any

applicable cancellation fees.

I have a financial hardship and will continue attending SDSU.

w

Along with this form, the following additional documentation must be submitted: (1) A copy of your Financial Aid award

letter (2) Documentation of a significant change in your financial condition since the cancellation deadline (e.g., guarantor

bankruptcy documents, guarantor unemployment filing, guarantor divorce/separation filing).

w

If your request is approved, a 30-day rent fee will be charged (beyond the day you check out of your room) and any

applicable cancellation fees.

r

I am an SDSU student leaving to study abroad/intern.

•

**automatically cancel this request.**

**If requesting to be released for spring semester, I must check out by end of the fall semester. Failing to do so will**

Signature

Date

•

**I plan to check out of my room on:**

Note: Student must make an appointment with the RA/CA in order to

properly check out. Improper check out may result in additional fees.

Date

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:**

**I have read and understand the procedures for contract release. If I decide to cancel this request, I will notify the**

No further documentation is required. The Office of Housing Administration (OHA) staff will verify your status with

**Office of Housing Administration.**

**I understand that I am officially requesting to cancel my Student Housing License Agreement.**

•

**I understand that submission of this request does not guarantee that I will be granted a release from the License**

•

**Agreement. If my request is not approved, I will be responsible for all housing and dining charges for the full fee**

**period (See Student Housing License Agreement, Terms and Conditions, Section 9.b).**

**I understand that E-bill charges will not be stopped until I have properly checked out of my room.**

•

**AN**

**FFICE OF**

**OUSING**

**DMINISTRATION**

**S**

**D**

**S**

**U**

**(OHA)**

**IEGO**

**TATE**

**NIVERSITY**

SDSU RedID

Date Received at OHA:

Last Name

First Name

**O**

**H**

**A**

**CONTRACT RELEASE REQUEST**

Hall

Telephone/Cell Number

**(619)**

**594-6202**

**F**

**AX**

**Contract Release Requests**

The Student Housing License Agreement is a legally binding contract in effect for the full academic year.

**will only be considered in the event of one of the following circumstances. All other requests will be denied.**

**Please check the box that is most applicable to you and follow the instructions for any additional steps:**

r

I am withdrawing from SDSU and will no longer be a student.

w

**(619)**

**S**

**D**

**CA**

**92182-1802**

**AN**

**IEGO**

**594-5742**

**T**

**ELEPHONE**