

Date Received at OHA: \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name

**OFFICE OF HOUSING ADMINISTRATION (OHA)  
SAN DIEGO STATE UNIVERSITY  
5500 CAMPANILE DRIVE  
SAN DIEGO, CA 92182-1802  
(619) 594-5742 TELEPHONE  
(619) 594-6202 FAX**

\_\_\_\_\_  
SDSU Red ID#

\_\_\_\_\_  
Hall Telephone/Cell Number

### CONTRACT RELEASE REQUEST

The Student Housing License Agreement is a legally binding contract in effect for the full academic year(s). **Contract Release Requests will only be considered in the event of one of the following circumstances. All other requests will be denied. Do not sign any other lease until you have received a contract release decision letter.**

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

- I am withdrawing from SDSU and will no longer be a student.
  - ◆ No further documentation is required. The Office of Housing Administration (OHA) staff will verify your status with campus officials.
  - ◆ 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 medical hardship and will continue attending SDSU.
  - ◆ In addition to completing this form, registration with Student Disability Services (SDS) must be completed. OHA will confer SDS regarding your medical hardship request.
  - ◆ 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.
  - ◆ 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).
  - ◆ 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 am an SDSU student leaving to study abroad/intern.
  - ◆ 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.
  - ◆ If your request is approved, the applicable cancellation fees will be charged.
- I am an international exchange student leaving SDSU.
  - ◆ No further documentation is required. The OHA will verify your status with campus officials.
  - ◆ If your request is approved, the applicable cancellation fees will be charged.
- I am graduating.
  - ◆ No further documentation is required. The OHA will verify your status with campus officials.
  - ◆ If your request is approved, the applicable cancellation fees will be charged.
- I am in the military and am being deployed.
  - ◆ A copy of your duty orders must be submitted along with this form.
  - ◆ If your request is approved, the applicable cancellation fees will be charged.
- I am signing a lease with Montage on College (5030 College Avenue, San Diego, CA 92115) to fulfill my 2<sup>nd</sup> year live-on requirement.
  - ◆ For consideration, Contract Release Request must be submitted no later than February 15, 2018.
  - ◆ If approved, you will receive a letter indicating that contract release has been granted pending receipt of the fully executed lease with Montage on College. If the OHA does not receive a copy of the lease within 7 days, the contract release approval will be revoked.
  - ◆ If your request is approved, the applicable cancellation fees will be charged.
- I am applying to live in Greek Housing to fulfill my 2<sup>nd</sup> year live-on requirement. Indicate Greek Organization: \_\_\_\_\_
  - ◆ For consideration, Contract Release Request must be submitted no later than February 15, 2018.
  - ◆ No further documentation is required. The OHA will verify with campus officials.
  - ◆ If your request is approved, the applicable cancellation fees will be charged.

**I plan to check out of my room on:** \_\_\_\_\_  
Date

Note: Student must make an appointment with the RA/CA in order to properly check out. Improper check out may result in additional fees.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date