

Date Received at OHA:

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

Last Name	First Name
SDSU RedID	
Hall	Telephone/Cell Number

CONTRACT RELEASE REQUEST

The Student Housing License Agreement is a legally binding contract in effect for the full academic year. **Contract Release Requests 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:

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