

## 2019–2020 CANCELLATION REQUEST FORM BEFORE THE START OF THE LICENSE AGREEMENT

Updated 2/27/2019

The term of the License Agreement is for an academic year (Fall and Spring). Cancellation of the License Agreement requires a 30-day notice prior to the beginning of the semester regardless of whether you have moved in or not. Failure to provide a 30-day notice may result in prorated charges as outlined in the Housing and Residence Life License Agreement (Section III. C.).

- ⇒ Students with reserved assignments must submit a Cancellation Request Form at least 30 calendar days before the first day of the agreement period. Cancellation requests received after the deadline (without required 30-day notice) are subject to a cancellation fee of \$50 and may result in prorated charges as outlined in License Agreement. Refunds may take six to eight weeks and maybe credited to any outstanding fees with the University. If the student has no outstanding fees, a refund will be mailed to the address listed on the student's ["GET" \(Golden Eagle Territory\)](#) account.
- ⇒ Students without a reserved bed space, those cancelling prior to the assignment process or those who have been waitlisted, are eligible to receive a refund of their initial fee minus the \$40 application processing fee. A 30-day notice is not required for these types of requests.

To request the cancellation of your License Agreement, please complete this form in its entirety and submit it to the Office of Housing and Residence Life. We encourage all students to contact our office to verify that your form was received and approved for cancellation. *Forms may be faxed, emailed or dropped off in person.*

Name \_\_\_\_\_ CIN \_\_\_\_\_  
Last, First M.I. Campus ID Number

Cell Phone No. (\_\_\_\_\_) \_\_\_\_\_ Preferred Email \_\_\_\_\_

**I'm requesting the cancellation of my Housing and Residence Life License Agreement for:**

- Summer 2019 Intersession (due 4/20/19)  2019-2020 Academic Year (Fall and Spring Semesters due 7/16/19)
- Winter 2019–2020 (due 11/16/19)  Spring 2020 Semester (due 12/18/19)

**My current housing status is:**

- Waitlisted (Application and Agreement Only)
  - Pre-Room Assignment Process (Student has contract but has not been assigned a space)
  - Room Reservation (Student has been assigned to a bed space for the term)\*
- \*If this request to cancel a room reservation is received without a 30-day notice, a statement of reason and supporting documentation may be required in addition to this form. Charges are subject to proration.*

**The reason I am requesting the cancellation of my Housing License Agreement is:**

- New Admit/Graduate Not Attending Cal State LA
- Admissions Rescinded
- Withdrawal from University
- Transferring Schools
- Residing at Home
- Residing Off Campus (Not Permanent Address)

**My decision to cancel was impacted by:**

- Financial Reasons
- Academic Reasons
- Medical Leave/Family Emergency

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date

I have read and understand the information above. I certify I am the person named above and the information on the this form is accurate to the best of my knowledge.

FOR OFFICE USE ONLY						
Student Status:	Checklist	Staff Initials	Date	Checklist	Staff Initials	Date
<input type="checkbox"/> New <input type="checkbox"/> Returner <input type="checkbox"/> Waitlisted <input type="checkbox"/> Resv/Tent <input type="checkbox"/> Applicant	Cancelled Application in StarRez			Waitlist (Excel)		
	Cancelled Meal Plan in StarRez			Pulled Check-in Packet		
	Cancelled Booking in StarRez			Mailbox		
	Date submitted to Cashier's			Pull Student's File		