



Petition to Vacate the Residential Community

Contact Information:

Housing Services
 1801 East Cotati Avenue
 Rohnert Park, CA 94928
 Tele: 707.664.2541 Fax: 707.664.4158
 Email: ssu.housing@sonoma.edu

Resident's Information:	
Resident's Name:	Seawolf ID #:
Permanent Address:	Campus Building:
City, State and Zip:	Campus Room #:
Email:	Campus Mailbox #:
Contact Phone:	Campus Phone #:

Petitioning to Vacate – Immediate Release

Release from Student Housing License Agreement requiring no additional documentation.

- 1) Check the first box if you have withdrawn or are planning to drop your classes at Sonoma State University within the next couple of days. Once you have withdrawn from SSU, you must vacate the Residential Community within seventy-two hours. **Students will be assessed a \$250 service fee for breaking License Agreement prior to end of Academic Year unless you give 30 days notice.**
- 2) Check the second box if you are not planning on attending or registering at SSU for the Spring term. Some reasons for not attending SSU in the spring might be: graduating, transferring to a different school, returning to your originally admitted school through the National Student Exchange program, or leaving SSU due to grades or other personal reasons. Petitions need to be returned to Housing Services by November 15th to avoid a cancellation fee. Petitions received after November 15th will be assessed a \$250 service fee for not providing thirty days notice. (Thirty days notice represents contracting days prior to the end of the Fall semester. The days between December 15th and January 21st are not contracting days.) *Final decisions do need to be made and provided to Housing Services in writing by January 7th. Email final decisions to ssu.housing@sonoma.edu.*

<input type="checkbox"/>	1) Withdrawing from SSU – current semester Date classes dropped: _____ Anticipated move-out date: _____ Are you returning for Spring? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please contact our office to discuss your return for Spring.</i>	Please check reason(s) for withdrawing: <input type="checkbox"/> Transferring to another school <input type="checkbox"/> Leaving SSU for personal reasons <input type="checkbox"/> Leaving SSU for medical reasons <input type="checkbox"/> Other: _____
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<input type="checkbox"/>	2) Withdrawing from SSU – future semester (Not attending SSU for Spring 2009) Is this a final decision? <input type="checkbox"/> Yes <input type="checkbox"/> No If this is not a final decision, when will you notify Housing Services? _____	Please check reason(s) for withdrawing: <input type="checkbox"/> Graduating <input type="checkbox"/> Transferring to another school <input type="checkbox"/> National Student Exchange participant <input type="checkbox"/> Academically disqualified <input type="checkbox"/> Leaving for personal reasons <input type="checkbox"/> Leaving for medical reasons <input type="checkbox"/> Other: _____
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Acknowledgement: I have read the “Guidelines for Petitioning to Vacate the Residential Community” and fully understand the financial obligations associated with breaking my Student Housing License Agreement if approved.

Resident's Signature:	Date:
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For Office Use Only

Received By:	Date Received in Housing Office:
Date Documentation Received:	<input type="checkbox"/> Approved Phone Call: Letter:
Date Copy Given to Res Life:	<input type="checkbox"/> Denied – See attached letter Date:
Final Decision Email Received:	<input type="checkbox"/> Withdrew Petition – Date:
Approved By:	Notes:

Petitioning to Vacate – Requires Approval to be Released

Requesting Approval to Move Off-Campus which requires additional documentation.

Complete this section if you are requesting approval to vacate the Residential Community prior to the end of the Academic Year. Your intentions would be to secure an off-campus accommodation or to move back home. Housing Services does not recommend signing any off-campus lease until your Petition has been approved. Any “intentional” behaviors resulting in your license agreement being terminated will suffer additional disciplinary and monetary ramifications.

Moving Off Campus Due to Medical Reasons
You will need to provide an official medical document from a physician stating your diagnosis and why living off-campus will improve your medical condition.

Please check reason(s) for petitioning:

- Newly diagnosed condition
- Pre-existing condition
- Other: _____

Anticipated Move Out Date: _____

Moving Off Campus Due to Personal Reasons
Petitioning for personal reasons requires the following: (1) statement of how the situation has created a hardship on your academic studies and how you have attempted to rectify the matter; (2) signed “RLC Intervention” form (RLCs have these forms in their office); and (3) a meeting with the Quality of Life committee. Additional verification may be required depending on the outcome of the meeting. In most cases, evidence of a doing a room change, attempting a room change or exhausting other campus living options will need to be demonstrated prior to approval.

Please check reason(s) for petitioning:

- Roommate/Suitemate Conflicts
- Lifestyle Differences
- Marriage/Domestic Partnerships *
- Other: _____

Anticipated Move Out Date: _____

**If you are getting married, you can skip item (2) and (3). You will need to submit an official marriage certificate for final approval.*

Moving Off Campus Due to Financial Reasons
In order to be approved to cancel your license agreement for financial reasons, you must demonstrate that something has changed significantly from the time you signed your license agreement. You will also need to complete the Monthly Budget below. Once the Petition is submitted, Housing will review and if any supplemental documents are needed they will be requested via your Seawolf email account. Moving off-campus to secure cheaper accommodations is not a valid reason for breaking your License Agreement. Please complete the Monthly Budget section below.

Please check reason(s) for petitioning:

- Reduced Income
- Loss of Job
- Filing for Bankruptcy
- Change in Family Structure
- Unexpected Medical Expenses
- Other: _____

Anticipated Move Out Date: _____

Monthly Budget (only complete if you are petitioning for financial reasons)

Please identify what your monthly expenses are for living on-campus and then what you expect it to be off-campus. Total the amounts at the bottom of each column.

Campus Housing Expense Per Month		Off Campus Expenses Per Month	
Rent_	\$ _____	Rent	\$ _____
Food	\$ _____	Food	\$ _____
Utilities	Included	Utilities	\$ _____
Local Phone Service	Included	Local Phone Service	\$ _____
Cable TV	Included	Cable TV	\$ _____
Internet	Included	Internet	\$ _____
Transportation	Included	Transportation	\$ _____
Furnishings	Included	Furnishings	\$ _____
Other Financial Obligations	\$ _____	Other Financial Obligations	\$ _____
Total	\$ _____	Total	\$ _____

Please keep a copy for your records. If you are submitting this by fax, please call (707) 664-2541 to confirm receipt of documents. It is in the best interest of the student to follow-up with Housing Services if this form is not being submitted in person.