



# PETITION TO VACATE EXTRAORDINARY REASONS

(Staying At SSU)

Housing Services  
1801 East Cotati Avenue  
Rohnert Park, CA 94928  
Tele: (707) 664-2541 ■ Fax: (707) 664-4158  
ssu.housing@sonoma.edu

## RESIDENT'S INFORMATION

Name:		Seawolf ID:	
Home Address:		Email:	
City, State, Zip:		Room Assignment:	
Contact Phone:		Campus Box:	
Forward mail to:			

## MARRIAGE /DOMESTIC PARTNERSHIP

If you are requesting to vacate because of marriage an official marriage or domestic partner certificate is required. **Please attach a copy of the certificate.**

Date of Ceremony:..... Planned Move Out Date: .....  
Is your certificate attached?  Yes  No If No, when will you provide the certificate? .....

## MEDICAL REASONS

Check this box if you are requesting to vacate due to a medical condition. **Please submit a medical notice from your physician stating your diagnosis and why living off-campus will improve your medical condition. Also complete the Request to Vacate Statement section on page 2 to describe the impact campus housing has on your condition.**

Date of Diagnosis? ..... Planned Move Out Date: .....  
Is your condition?  Newly diagnosed  Pre-existing

## FINANCIAL REASONS

Check this box if you are requesting to vacate due to financial reasons. Moving off campus to secure cheaper accommodations is not an acceptable reason for requesting to vacate the Residential Community. You must explain and provide verifiable documentation for the financial hardship that has occurred after you signed your license agreement and not within your ability to avoid. You must demonstrate that all resources have been exhausted to help resolve the situation. **Complete the Request to Vacate Statement on page 2, Financial Questionnaire on page 3 and attach your verifiable documentation.**

Date Financial Situation Started? ..... Planned Move Out Date:.....

## PERSONAL REASONS

Check this box if you are requesting to vacate due to personal reasons. *Reasons relating to your living arrangements on campus will require you having exhausted all of your resources or options on campus prior to your request being reviewed. If your reasons are due to non-University related events, then you must provide verifiable documentation supporting your case. Depending on the situation, you may be required to submit additional information, meet with a committee or with a Housing/Res Life administrator. Complete the Request to Vacate Statement on page 2, Personal Questionnaire on page 3 and attach your verifiable documentation.*

Date Personal Situation Started? ..... Planned Move Out Date:.....

## ACKNOWLEDGMENT

I have read the "Guidelines for Petitioning to Vacate the Residential Community" and fully understand that Housing Services does not recommend signing any off-campus lease until your Petition to Vacate has been approved officially. Any "intentional" behaviors resulting in your license agreement being terminated will suffer additional disciplinary and monetary ramifications. *If approved, a thirty days notice is required to avoid a \$250 service fee. Requests to vacate for the Spring semester need to be submitted by November 15<sup>th</sup> to avoid the \$250 service fee.*

Residents Signature:		Date:	
<b>For Office Use Only</b>			
Received By:		Date Received:	
Approved By:		Date Logged in RMS:	
Final Decision Received:		Date Withdrew Petition:	



**FINANCIAL SECTION – For financial reasons please answer the questions below.**

Would you be moving back home to your permanent home?  Yes  No  
 If no, please describe what your housing arrangements might be for Spring? .....

Would you be paying rent at this location?  Yes  No If yes, how much per month?.....

Have you done a room change to a cheaper accommodation?  Yes  No If yes, date of room change? .....

Explain why you could not live in a cheaper on-campus accommodation?.....

Describe what you have done to help resolve your financial situation? (i.e., applied for loans) .....

Please complete this chart below identifying your current on campus housing expenses and your potential off-campus housing expenses.

Monthly Housing Expenses	On-Campus		Monthly Housing Expenses	Off-Campus
Rent			Rent	
Food			Food	
Utilities	Included		Utilities	
Internet	Included		Internet	
Cable TV	Included		Cable TV	
Transportation	Included		Transportation	
Furnishings	Included		Furnishings	
Local Phone Service	Included		Local Phone Service	
Cell Phone Service			Cell Phone Service	
Other Financial Obligations			Other Financial Obligations	
<b>Total</b>			<b>Total</b>	

**PERSONAL QUESTIONNAIRE – For Personal Reasons please answer the questions below.**

Explain what you have done to resolve the issue noted in your statement?  
 .....  
 .....  
 .....  
 .....

Did you meet with your CSA to establish a suitemate agreement?  Yes  No Date of agreement? .....

Have you discussed the circumstances with your RLC?  Yes  No Date of meeting? .....

What were the options presented to you by the RLC? .....

What action did you take? .....

Have you done a room change to improve your living arrangement?  Yes  No Date of room change.....

Other measures you have taken to exhaust your options on-campus? .....

**FOR OFFICE USE**

**Follow Up Meeting**

Date of Meeting:		Res Life Staff:	
Place:		Housing Staff:	
Time:		Student Staff:	

**Notes from RLC**

Date Email Sent to RLC:		Name of RLC:	
Notes		RLC Response Received:	

**Correspondence History**

Date:	
Date:	
Date:	
Date:	
Date:	