



Housing Services

Sonoma State University
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Important Notes

Service Fee: A \$250 service charge for vacating the Residential Community prior to the end of the Academic Year. Students who provide 30 days notice do not have to pay this cancellation fee.

Deadline to Petition for the Spring semester: November 13th by 4:00 p.m. in the Housing Office.

Change in Student Status: Resident is automatically released from the Student Housing License Agreement if they withdraw and submit a Petition to Vacate to the Housing Office.

Extraordinary Reason: Requires approval from the University to break Student Housing License Agreement after all required documentation has been submitted. Student will need to provide verifiable documentation to support case. It would be the intention of the student to move off-campus or back home locally.

Student: Refers to a student currently enrolled at SSU and registered for at least nine units.

Petitioning to Vacate Guidelines for Your Housing License Agreement

Student Housing License Agreement

The Student Housing License Agreement is a binding legal contract for the Academic Year. A student is expected to honor the License Agreement for the duration of the agreement. Submission of your Petition to Vacate does not imply approval. Please be aware that the license agreement remains effective while the petition is being reviewed. You are obligated to make all payments according to the payment dates. If you are approved for an immediate release, you will be charged a service fee of \$250 (unless you provide us with a 30 day notice) plus a prorated daily rate for rent and board up to the day you vacate. Residents approved and continuing on with their education at SSU, can choose to remain on campus for 30 days and be charged the daily rate for rent and food (if applicable) or pay a service fee of \$250 and be billed until you vacate and remove your personal belongings.

Change In Student Status (Leaving SSU)

Change in student status means that you are no longer a SSU student (or will not be in the next semester); therefore, you are not eligible to live on-campus anymore. Residents who change their student status by withdrawing from classes are released from their Student Housing License Agreement. You are still required to provide 30 days notification or pay the service fee of \$250.00. The deadline to submit the Petition to Vacate for the Spring semester is November 13th by 4:00 p.m. in the Housing Office.

Extraordinary Reasons (Staying at SSU)

A Petition to Vacate for extraordinary reasons requires the student submitting verifiable documentation. Reasons under this category would require demonstrating your situation is causing a hardship whether it be a financial, academic, or physical hardship. Extraordinary reasons include Marriage/Domestic Partnerships, Medical, Financial, or Personal. Please read the descriptions on page 1 of the Petition to Vacate- Extraordinary Reasons form. In most cases, residents will be asked to exhaust all options available prior to being released from their license agreement which may include doing a room change. If approved, you can either live out your 30 days or pay the \$250 service fee.

How to Petition

1. Return the appropriate "Petition to Vacate" form to Housing Services with the required documentation if applicable. In some cases, if you have not exhausted your resources for improving your situation your Petition will be denied.
2. If your status as a student changes you must vacate your room within 72 hours of the date of your withdrawal from the University. Petitions for the end of the Fall semester must vacate 24 hours after their last final or no later than Noon on December 19th. Your residency eligibility is contingent upon maintaining nine units per semester while attending the University.
3. The "Planned Move-Out Date" is the date you plan to move out and return your mailbox key to the Housing Office. All personal belongings must be removed by this date; otherwise, you will continue to be billed. Failure to return mailbox key will result in a \$10 re-key charge. If you need to extend your move-out date, please send us an email at ssu.housing@sonoma.edu with the new information.
4. Petition to Vacate for Extraordinary Reasons are reviewed by a Housing or Res Life administrator. Follow-up discussions either in person, by email or over the phone will take place for medical, financial, and personal reasons. During that discussion, you will explain your situation and present any other documentation you think would be helpful. It is the student's responsibility to submit evidence of their claim. If a student refuses to submit paperwork then the Petition to Vacate will be denied. You will receive notification of the decision within three to five business days.
5. If you have not made a final decision about your attendance plans for the Spring term, Housing Services highly recommends submitting a Petition to Vacate. You may indicate that the petition is not final. It is the student's responsibility to notify Housing Services of a final decision by January 11th. Failure to follow through will result in denying the petition and the student's account will continue to be billed.