San Jose State University
Faculty and Staff Petition to Cancel Guidelines

Timeline for the Review Process

1. Pick up the “petition to cancel” form from the UHS front office. Read all the instructions carefully.

2. Submit “petition to cancel” form along with all required documentation and letter of explanation.

3. The petition to cancel will be automatically approved if you are no longer employed at San Jose State University.

4. If the petition to cancel is for reasons other than separation of employment from SJSU, it will be reviewed and decided upon within three weeks.

5. **If the petition to cancel is approved**, you will be subject to a number of administrative fees, including but not limited to $100 license processing fee, 30 day rent fee and prorated rent and board.

6. **If the petition to cancel is denied**, you will be notified of the appeal process. You will not be eligible for any refund and will be required to pay for the entire license period. If you are evicted for non-payment or abandonment you will be charged for the entire license period.

Annual Housing License

As a resident at San Jose State University you have signed an Annual Housing License Agreement for the academic year. University Housing Services acts as the landlord representative for the California State University; therefore, it is very difficult to cancel license agreements. In order to cancel a license, the CSU Chancellor’s Office requires verification of a significant change in your circumstances after signing the license. Very few residents who petition to cancel are released from their license, and substantial documentation is needed before a petition to cancel is considered for review. It is up to you to follow all of the appropriate cancellation procedures. Please carefully read the enclosed information before you proceed with the petition process.

Financial Obligation

Please be aware that your license agreement is for the academic year and remains intact while your petition is being reviewed. You are obligated to make all payments when due. For more information, please refer to the Annual Housing Licenses Agreement.

Submitting False Information

Residents who petition to cancel and forge or knowingly provide false information and/or supporting documentation will be referred to the Office of the Vice President for Student Affairs for disciplinary action according to section 41301 of Title V of the California Administrative Code. In addition, the cancellation petition will be denied or reversed and disciplinary sanctions may be imposed through the UHS disciplinary process.

Automatic Cancellations of License

A petition to cancel for the reasons listed below will receive automatic approval upon completion of the required paperwork, which is available in the UHS office.

Change of Employment Status

- No longer employed with SJSU.
Non-Automatic Cancellations of License

A petition to cancel for reasons listed below is considered non-automatic and requires that you provide a detailed explanation and considerable documentation. Please read the information below to best prepare your petition and the required documentation. Petitions will be evaluated on the documentation provided. Although approval is not guaranteed, insufficient information will result in a denied petition. If the petition to cancel is approved, you will be subject to a number of administrative fees including but not limited to $100 cancellation fee, 30 day rent fee, and prorated rent and board.

**Financial Hardship**
You must include verification appropriate to the circumstance and must be a loss of income that has occurred since the deadline to cancel has passed. UHS does not cancel a license based on a resident’s realization that he/she is having difficulty meeting the financial demands for housing.

**Required Documentation**
In order to meet requirements of the petition process, a resident must present considerable documentation that clearly demonstrates the change in financial situation. Although UHS cannot take responsibility for determining what specific documentation be presented, a resident might consider the following types of information:

- A letter describing the hardship
- Bankruptcy documents
- Documentation regarding all sources of income and living expenses
- Evidence of employment from pay stub or verification on employer’s letterhead (hours, Income)
- Recent unpaid expenses not anticipated

**Purchase of house**
If you bought a house since the deadline to cancel the license agreement or have a house purchase pending within 30 days of the expected cancellation date you may request to cancel at the receptionist desk of the UHS Office. A real estate contract for your personal residence must be presented to complete cancellation; if it is not, the cancellation will not be approved.

**Required Documentation**
- Owner occupied real estate purchase contract.

**Personal Hardship**
It is not unusual for residents to find living in a mostly student residential community a big challenge. Whether it is finding a quiet place to read, resolving differences with your student neighbors, it may feel that on campus community living isn’t working for you. UHS understands this feeling of incompatibility but it is not a reason that can be accepted for canceling a license. Instead, staff will meet with you personally to identify your concerns and assist you in problem solving.

Some approaches you may be asked to pursue are:

- Talk to your Assistant Residential Life Coordinator or Residential Life Coordinator
- Talk to your Residential Life Coordinator about a room/hall/apartment change
- Talk to one of the counselors at University Counseling Services

**Medical/Psychological Hardship**
Your medical condition must have significantly changed since the cancellation deadline and prohibits you from living in on-campus housing. You must write a letter explaining your situation and also provide documentation that verifies the medical necessity for cancellation.

**Required Documentation**
- Appropriate medical documentation including a description of diagnosis provided by a licensed physician. The letter must be on a physician’s letterhead stationary and must include a statement of how living in the on campus housing is related to the illness and the Licensee’s treatment.
- Evidence of seeing a counselor/psychologist/psychiatrist/ and why issue necessitates license cancellation.
- Letter from Disability Resource Center staff member and why issue necessitates license cancellation
- Other supportive information at your discretion

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**SJSU SAN JOSÉ STATE UNIVERSITY**

**Location:**
Bldg B 2nd Floor
350 South 9th Street
(corner of 10th and San Salvador)

**Hours:**
9:00am - 4:00pm
Monday – Friday

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