

**Professional Education**

Academic Programs

Open University

Professional Development

Silicon Valley Big Data and Cybersecurity Center

Summer and Winter Session

**Global Education**

International Gateways

International House

International Recruitment and Partnerships

International Student and Scholar Services

Silicon Valley Center for Global Studies

Study Abroad and Away

**Petition to Cancel SJSU International House Semester Housing License**

Submission of the Petition to Cancel form does not guarantee release from the License Agreement will be approved. It is very difficult to cancel your semester housing license. In order to cancel a license, verification of a significant change in circumstances after the cancellation deadline is required. **Cancellation requests will only be considered in the event of one of the following circumstances.** Residents will be notified regarding the status of their petition.

***Before proceeding with your petition, please make sure all required documentation is submitted along with the petition.***

Today's Date: _____
Desired Effective Date of Cancellation: _____ (move out date)
Semester: Fall _____ Spring _____ Summer _____
SJSU ID#: _____
Last Name: _____ First Name: _____
Permanent Address: _____ _____
Cell Phone: _____ E-mail: _____

## Petition to Cancel Annual Housing License

Please check the box which best describes your circumstance/reason for petitioning to cancel (you may provide additional information such as a personal statement if nothing below pertains to your situation).

### Change of Student Status:

- I am not attending SJSU due to financial reasons
- I am not attending SJSU due to personal reasons
- Admission Denied
- I have been Academically Disqualified
- I am transferring to another University/Community College
- No further documentation is required. Staff will verify your status with the Registrar's Office. Housing adjustments and/or refunds will be processed once classes show "withdrawn".

### Medical/Personal Hardship:

- I have a medical/personal hardship and will continue attending SJSU.
- In addition to completing this form, the following additional documentation must be submitted: (1) a signed personal statement explaining your circumstance (2) supporting documentation in the form of a letter from a licensed physician or counselor on their official letterhead.
- Students registered with the Accessible Education Center (AEC) must submit their letter from their treating professional on official letterhead to the AEC. The AEC will review the documentation and inform SJSU International House of their findings. SJSU International House will notify the licensee after AEC has responded.
- If your request is approved, a 30-day pro-rated fee will be charged (beyond the day you check out of your room) along with the \$100 license processing fee.

### Financial Hardship:

- I have a financial hardship and will continue to attend SJSU
- In addition to completing this form, the following additional documentation must be submitted: (1) a signed personal statement explaining your circumstance (2) supporting documentation of a significant change in your financial condition since the cancellation deadline of 45 days prior to the start of the fee period. (e.g.; bankruptcy documents, unemployment filing, unexpected medical or other expenses)
- If your request is approved, a 30-day pro-rated fee will be charged (beyond the day you check out of your room) along with the \$100 license processing fee.

### PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

- I have read and understand the procedures for requesting to cancel the license agreement.
- I understand that submission of this request does not guarantee that I will be granted a release from the License Agreement. If my request is not approved, I will be responsible for all housing and meal plan charges (other fees may be included) for the full license period (see 2018/2019 License Agreement, Terms and Conditions).

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date