

Fresno State: University Courtyard

Petition For Cancellation Guidelines

Time line for the Review Process:

1. Pick up the “Petition for Cancellation” form from the University Courtyard Atrium desk. Read all the instructions carefully
2. Submit “Petition for Cancellation” form along with all required documentation, letter of explanation and \$50 processing fee.
3. The petition for cancellation may be automatically approved if you are graduating, withdrawing, transferring, or studying abroad.
4. If the petition for cancellation is for reasons other than change in student status, it will be reviewed and a decision will be made within two weeks.
5. **If the petition for cancellation is approved**, you will be subject to a number of administrative fees.
6. **If the petition for cancellation is denied**, the \$50 fee you submitted will be credited to your account. You will be required to pay for the entire license period and will not be eligible for any refund. If you are evicted for disciplinary reasons, non-payment or abandonment, you will be charged for the entire license period.

Housing License Agreement

As a resident at Fresno State you have signed a Housing License Agreement for the academic year. It is very difficult to cancel license agreements as they are legal contracts. In order to cancel a license, University Courtyard 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 for cancellation 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 Housing License Agreement terms and conditions.

Submitting False Information

Residents who petition to cancel and forge or knowingly provide false information and/or supporting documentation will be referred to 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 University Courtyard disciplinary process.

Automatic Cancellation of License

A petition for cancellation for a change of student status may be automatically approved upon completion of the required paperwork.

Change of Student Status

If you are graduating, officially withdrawing from the university, transferring, or studying abroad, you may automatically cancel at the Atrium desk in the University Courtyard Office by providing the required documentations listed below. Withdrawal between semesters does not require verification, but will be verified with campus records after the start of the new semester. If you are found to be in attendance at Fresno State, your cancellation will be reversed and your account will be charged accordingly.

Required Documentation

- Graduation: a graduation worksheet
- Withdrawing: a withdrawal from the Admissions and Records Office
- Transferring: notice of acceptance, if at all possible
- Study Abroad: letter from the department

Non-Automatic Cancellation of License

A petition for cancellation for reasons listed below are considered non-automatic and require 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 based on the documentation provided. Insufficient information will result in a denied petition.

Financial Hardship

You must include verification appropriate to the circumstances and there must be a loss of income that has occurred since the deadline to cancel has passed. University Courtyard does not cancel a license based on a student's realization that he/she is having difficulty meeting the financial demands of living independently and paying for college. University Courtyard also does not cancel a license because a parent decided to discontinue the support of a his/her student's expenses.

University Courtyard will ask the student to pursue the following options to meet financial obligations.

- Apply for financial aid/loans or accept loans offered.
- Develop a payment plan with an accounting staff member.
- Obtain employment or increase work hours.
- Ask for additional family assistance.
- Transfer from one community to another if more affordable, space permitted.

Required Documentation

In order to meet requirements of the petition process, a student must present considerable documentation that clearly demonstrates the change in financial situation. University Courtyard cannot take responsibility for determining what specific documentation be presented.

Personal Hardship

It is not unusual for students to find adjusting to college and living in a student residential community a big challenge. Whether it is finding a quiet place to study, resolving differences with a roommate or adjusting to sharing a room, you may feel that community living is not working for you. University Courtyard understands this feeling of incompatibility but this is not considered an acceptable reason for cancelling 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 Resident Advisor, Resident Director or Student Conduct Coordinator.
- Talk to one of the counselors at University Counseling Services.
- Consider a transfer from the suites to community style or vice versa.

Required Documentation

If a student pursues personal hardship as his/her reason for cancellation, he/she must submit the following:

- A letter describing the hardship in detail and steps taken to resolve the matter.
- Supporting documentation from counselor, medical doctor, etc.

Medical/ Psychological Hardship

Your medical condition must have significantly changed since the cancellation deadline and must prohibit you from living on-campus. You must write a letter explaining your situation and provide documentation that verifies the medical necessity for cancellation.

Required Documentation

If a student pursues a medical or psychological hardship as his/her reason for cancellation, he/she must submit the following:

- Appropriate medical documentation including a description of diagnosis provided by a licensed physician's letterhead stationary and must include a statement of how living in the residence halls 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.

For any other questions or concerns regarding your Petition For Cancellation, please contact Laura Pimentel, Coordinator of Housing Operations, at lpimentel@csufresno.edu or 559-278-2677.

Thank you!

OFFICE USE ONLY

Method of Transmittal _____
(Personal, certified mail, regular mail)

Date Received

Time Received

Received By

OFFICE USE ONLY FOR AUTHORIZATION

1. Processing fee received by _____ Receipt # _____
2. Approved: Yes Date _____
 No
Effective: End of semester
 Date of check-out
 Not enrolled in classes
Assessment: Yes # of days _____
 No
3. Denied _____ Date _____
4. Letter sent on _____

Notes