

San Jose State University Housing Services

Faculty/Staff Petition to Cancel Guidelines

Timeline for the Review Process

1. Fill out the “petition to cancel” form, which can be completed via DocuSign from the Housing Website A-Z index at www.sjsu.edu/housing/. Read all the instructions carefully.
2. Submit “petition to cancel” form along with all required documentation and letter of explanation. Forms can be submitted via DocuSign from the Housing Website A-Z index or emailed to uhs-frontdesk@sjsu.edu.
3. The petition to cancel request will be automatically approved if you are no longer employed at San Jose State University, or if you are purchasing a home and can provide documentation to support that.
4. If the petition to cancel is for reasons other than separation of employment from SJSU, or *buying a house* 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, along with parking & telephone if applicable.
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 contract period. If you are evicted for non-payment or abandonment you will be charged for the entire license contract period.

Annual Housing License

As a resident at San Jose State University you have signed an Annual Housing License Agreement for the academic year (or Spring only). University Housing Services acts as the landlord representative for the California State University; therefore, it is very difficult to cancel a License Agreement. In order to cancel a License Agreement, 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 Agreement, 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 (or Spring only) 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 License Agreement Booklet.

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 request for cancellation 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 an automatic approval upon completion of the required paperwork, which is available in the UHS office.

Covid-19 – No documentation is required

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 automatically cancel in 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.

SJSU SAN JOSÉ STATE
UNIVERSITY

Location:

Campus Village Bldg B 2nd Floor
350 South 9th Street

Hours:

8:00am - 5:00pm
Monday – Friday

Contact Information:

One Washington Square
San Jose, CA 95192-0133

Phone: (408) 795-5600

Fax: (408) 795-5678

Email: uhs-frontdesk@sjsu.edu

Non-Automatic Cancellations of the Housing License Agreement

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 license processing fee, 30 day rent fee, and prorated rent and board, along with parking & telephone if applicable.

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

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

Required Documentation

If a resident 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 a licensed counselor, medical doctor, etc.

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 provided by a licensed physician. The letter must be on a physician's letterhead stationery and must include a statement of how living in the on campus housing is related to the medical condition and the Licensee's treatment.
- Evidence of seeing a counselor/psychologist/psychiatrist/ and why issue necessitates license cancellation.
- Letter from Accessible Education Center staff member and why issue necessitates license cancellation
- Other supportive information at your discretion