

# STUDENT INITIATED REQUEST FOR HOUSING CONTRACT CANCELLATION OR MODIFICATION

## CONTRACT RESPONSIBILITIES

---

When you submitted your university housing application/contract, you agreed to the Terms and Conditions of the contract. This means that – just as in a lease off campus – you are **financially accountable** for this obligation. The contract remains in effect unless a cancellation request is approved in writing by the university. Simply moving out or returning your keys does not void your housing contractual responsibilities. If your cancellation request is not approved and you abandon your assigned housing space, you may be charged for the remaining term of your housing contract.

Request for Housing Contract Modification or Cancellation forms are **initiated at the current residence** (college or other university housing facility). Any request filed and approved may be assessed a cancellation fee.

## CANCELLATION OR MODIFICATION PROCESS

---

The process chart on the side provides an overview of valid academic requests for cancellation or modification of the housing contract, as well as guidelines for filing exceptional requests.

Generally speaking, verified academic requests for contract cancellations are routinely granted. However, if your request for a housing contract cancellation or modification is non-academic, a compelling, well-documented reason is required, and your request will be reviewed much more stringently.

Emphasis will be placed on “**what has changed**” from the time you submitted your university housing application/contract. In addition to reviewing the process chart to learn more about the required documentation, we also suggest that you consult with the Housing Coordinator at your college or other university housing unit. They may help you identify other solutions to your housing problem – a cancellation may not be the best choice for you.

Please allow **sufficient time** to collect the required signatures on the supplemental documents. To ensure consistent implementation of housing contract policy, all approved exceptional requests for cancellation are forwarded to the Campus Housing Office and reviewed by the Assistant Director for Student Housing Services. If a request is denied at the college/housing facility, the student may request a review by the Housing Appeal Board (additional documentation may be required). **The Housing Appeal Board is the final decision-making body.**

## FOLLOW THESE STEPS

---

- 1 PICK UP FORM(S)**
  - Contact Housing Coordinator
  - Obtain **Request for Housing Contract Cancellation or Modification** form
  - Obtain any supplemental documents (see below)
- 2 RETURN FORM(S)**
  - Return completed **Request for Housing Contract Cancellation or Modification** form to your Housing Coordinator
  - Return any supplemental documents as directed
- 3 REVIEW/NOTIFY**
  - Housing staff reviews request and notifies student of decision in writing (letter and/or e-mail)

## REQUIRED SUPPLEMENTAL DOCUMENTS

### Academic

- 1) Supporting documentation, if available

### Financial

- 1) **Financial Advisory Form**  
Fill out and return to your Housing Coordinator
- 2) Personal Statement
- 3) Supporting Documentation

### Medical

- 1) **Medical Care Provider Form**  
Fill out and bring to your personal physician  
Read Medical Documentation Guidelines
- 2) **UCSC Student Health Center Advisory Form**  
Fill out and return to your Housing Coordinator

### Other

- 1) **Meal Plan Accommodation Form** (If applicable)  
Fill out and make an appointment to meet with UC Santa Cruz Dining Assistant Director
- 2) Personal Statement