



## Housing Contract Cancellation

### ***SUPPLEMENTAL FORM***

### **Academic Year 2012-2013**

If you are **REQUIRED** to live on campus and would like to cancel your housing contract, read and complete all sections of this form.

***New Residency Requirement for Academic Year 2012-2013:***

*All new undergraduate students admitted in Fall 2012 with 40 or fewer transfer credits will be required to live on campus for their first two semesters of enrollment at USF*

---

### **SECTION 1:**

Name (Last Name, First Name): \_\_\_\_\_

CWID (Student ID): \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Residence Hall and Room Number (if applicable): \_\_\_\_\_

***Proceed to SECTION 2***

---

SHaRE  
University Center 5th Floor  
2130 Fulton Street  
San Francisco, CA 94117  
Phone: 415-422-6824  
Fax: 415-422-2480  
orl@usfca.edu

## **SECTION 2:**

Select one option below and submit required documentation:

☐ **Withdraw/Transfer/Graduation**

*Required documentation includes:*

1. A copy of University withdrawal form (available from the One Stop Office or online at [http://www.usfca.edu/Registration/Policies\\_and\\_FAQ/](http://www.usfca.edu/Registration/Policies_and_FAQ/)).
2. If you are not registered for classes and have never been a registered student at USF and plan to attend another school, a copy of your acceptance letter from the school you will be attending.

☐ **Leave of Absence/Study Abroad from USF**

*Required documentation includes:*

1. A copy of University leave of absence form (available from the One Stop Office or online at [http://www.usfca.edu/Registration/Policies\\_and\\_FAQ/](http://www.usfca.edu/Registration/Policies_and_FAQ/)).
2. A copy of your acceptance letter from the study abroad program that you will be attending.

☐ **Medical**

*Required documentation includes:*

1. A clear description of the needed housing
2. An explanation of how the current housing impacts the medical condition
3. Possible alternatives if the desired housing is not possible
4. A diagnostic statement including the date of the most recent evaluation
5. Treatments, medications, devices or services currently prescribed or used to minimize the impact of the condition
6. The expected duration, stability or progression of the condition
7. The credentials of the diagnosing professional

In addition to the basic documentation for a condition listed above, recommendations from the treating professional are welcome and will be given consideration in evaluating a request.

Recommendations should:

1. Provide clear description of the recommended housing configuration
2. Connect the recommended configuration to the impact of the condition
3. Possible alternatives to the recommended configuration
4. A statement of the level of need for (or the consequences of not receiving) the recommended configuration



☐ **Change in Finances**

*Required documentation includes:*

1. A copy of your financial aid award notification letter for the current academic year;
2. A personal letter from the student listing the financial changes that have taken place since signing the agreement;
3. Yours and your parents' most recent tax forms;
4. Letter of verification from your parents/guardians if a family situation is involved.

☐ **Academic Disqualification**

☐ **Judicial Sanction**

I certify that the above information is true and correct. I understand that submitting false information in order to be released from the Housing Contract may subject me to University disciplinary action and immediate denial of my request for release.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**For office use only**

<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending	Explanation:
Assistant Director of Operations and Technology Signature:	Date:
Assignments Coordinator Processing Confirmation:	Date:

SHaRE  
University Center 5th Floor  
2130 Fulton Street  
San Francisco, CA 94117  
Phone: 415-422-6824  
Fax: 415-422-2480  
orl@usfca.edu