Per the Residence Hall and Student Housing Apartment (SHA) Conditions of Contract, a student may terminate their Housing Contract for one of the following reasons:

- Student is denied admission to UC Davis (or admission is rescinded)
- Student graduates, transfers to another campus, is dismissed, participates in the Planned Educational Leave Program (PELP), participates in the Education Abroad Program (EAP), or withdraws from UC Davis
- Student is admitted to UC Davis but fails to register for classes (or cancels registration)
- Student presents proof of marriage occurring during the term of their Housing Contract
- Student obtains approval from the Assistant Director of Residential Services after receipt and review of a Request for Contract Release (see instructions below)

**Request for Contract Release**

A Request for Contract Release will be considered only when a condition exists that originated after the Residence Hall or Student Housing Apartment Conditions of Contract was signed, and over which the resident has little or no control. Please note that financial hardship does not warrant release from the contract.

Before submitting a Request for Contract Release, residents should communicate or meet with the Coordinators assigned to their area to discuss concerns. Issues can often be resolved through conflict resolution and/or staff referral to appropriate resources.

1. **RESIDENCE HALLS:** Email studenthousing@ucdavis.edu requesting release from contract, detailing reasons and enumerating steps taken to remedy the situation in order to meet contractual obligations. Email must come from resident’s UC Davis email address.

2. SHA: Log in to the Student Housing and Dining Services portal and select “Cancel Housing” in the top right menu bar. Resident will need to detail reasons and enumerate steps taken to remedy the situation in order to meet contractual obligations.

3. Taking the Terms and Conditions of the Residence Hall or Student Housing Apartment Contract into consideration, the Assistant Director of Residential Services will decide if the resident can be released from their contract after carefully reviewing all submitted information.

3. The Assistant Director of Residential Services’ decision is final. An appeal will be considered and reviewed by the Director of OSD/REO only if the resident provides additional information that was not disclosed to the Assistant Director of Residential Services.