

Housing Review Request Cover Sheet

The Colleges and University Housing Services
University of California, Santa Cruz

This cover sheet must be submitted to the review officer for any Housing Cancellation Review to be considered. The review officer's contact information is in your Housing Cancellation notice letter.

Today's Date:

From: SID:

College: University Residence:

Cell Phone: E-mail address:

Date of Housing Cancellation Notice: Notice Signed by:

The effective date of my Housing Cancellation (*see Housing Cancellation Letter*) is:

Request for Housing Review Information

1. Grounds for Review. Housing Review Requests must be submitted in writing (attached to this form) and must state your reasons and supporting arguments as to why your Housing Cancellation should be overturned or modified. Please include a statement addressing the behavior that lead to the cancellation of your contract and briefly address how your future behavior will be modified should your cancellation be overturned or modified.
2. By submitting this request, you certify that you have read and understand the Terms and Conditions of your Housing Contract.
3. Be advised that your submission of this request does not change the effective date of your housing cancellation unless notified otherwise by the Review Officer.

The decision of the Review Officer represents the FINAL level of review.

If you also wish to file an appeal of your Voluntary Resolution Agreement, please use the Appeal Request Cover Sheet. For your reference, the Appeal Request Cover Sheet and the Guidelines for Written Appeals are available on the Web at:

<http://www2.ucsc.edu/judicial/forms.shtml>

For University Use Only:

Date Review Request Received: _____ Date of Review Decision: _____

Date Notification Letter Sent: _____ Move-Out Date (if applicable): _____

Decision: ___ Upheld ___ Reversed ___ Modified (explain): _____

JDBS Updated by: _____ Date: _____

REV. 08/2009