



**UNIVERSITY HOUSING**  
DIVISION OF STUDENT AFFAIRS

**STUDENT HOUSING CONTRACT  
NOTICE OF TERMINATION**

P. O. Box 3973  
Atlanta, GA 30302-3973

Phone: (404) 413-1800  
Fax: (404) 413-1803

Date of Request: \_\_\_\_\_

Name (print)	Panther ID #	Building / Room
Mailbox #	Telephone #	Email Address

\_\_\_\_\_@student.gsu.edu

Do you have parking?     Yes     No

I am canceling my Housing Contract for:     Fall/Spring Semester \_\_\_\_\_     Spring Semester \_\_\_\_\_

The reason for my cancellation is (check one):

- |   |  |
|---|--|
| <input type="checkbox"/> Graduating                   | <input type="checkbox"/> Birth of Resident's Child     |
| <input type="checkbox"/> Call to Active Military Duty | <input type="checkbox"/> Financial Hardship            |
| <input type="checkbox"/> Marriage                     | <input type="checkbox"/> Other (Please specify): _____ |

My signature indicates that I am terminating my Student Housing Contract effective today. I understand that termination of my housing contract means that I have the following financial obligations:

- I will be required to pay for any damages to my room or common area:
- I will forfeit any unused portion of the housing fees already paid plus payment of a cancellation fee in the amount of \$500.
- If I am participating in the Freshman Experience Program, I understand that I am required to keep my meal plan for the full academic year. I am not entitled to a refund for any unused meals.

I also understand that by turning in this form, I am agreeing to move out of the University Commons, the University Lofts or the Freshman Hall within 24 hours of the effective date of my termination as listed above or by the date listed below, whichever occurs first. I must return my room key, mailbox key, access card and parking decal. I understand that submission of this form means that I am giving up my room assignment. Should I change my mind, I must reapply for a housing assignment.

The last day of move out of the University Commons, University Lofts or Freshman Hall at the end of semester is as follows:  
Residents who are not continuing their residency for the following semester must check out properly within 24 hours after their last final exam. Please see the Community Living Guide for the proper steps to check out.

Student Signature	Date
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Forwarding Street Address	City	State	Zip Code
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***\*Documentation substantiating reasons for termination MUST accompany this Notice of Termination to avoid being charged the Housing Contract Termination Fee. Written appeals explaining why the student should not be held to the terms of the Housing Contract may be submitted to the Director of University Housing within ten days of moving out of the University Housing. Appeals will not be considered until the student has officially moved out (i.e. returning access card, room key and mailbox key) of University Housing.***