



International/Exchange Program Directors (PD) and Special Request Housing Reservation Form

SUBMISSIONS OF PD HOUSING RESERVATION FORM WILL RESERVE SPACES FOR HOUSING. PROGRAM DIRECTORS MUST ADVISE INCOMING EXCHANGE STUDENTS TO APPLY FOR HOUSING ONLINE AT <https://housing.gsu.edu/applyonline>

(To complete the form, please download the application, save it as a personal file, then type response by clicking once beside the colon sign or in the box where appropriate).

October 29, 2009

Program Director (PD):
 PD E-mail:
 Alternate Contact Person:
 Alternate E-Mail:
 Student Exchange Program:
 College:

Phone Number:
 Phone Number:
 Country of Exchange:

Please complete the following information for confirmed student. Incomplete request forms will be returned

Last Name	First Name	Gender	Student ID	Class Status	Fall, Spring, or May/Summer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

You may view virtual tours of select room types at the following website: <http://www.gsu.edu/housing/VirtualTours.html> . Additional information may be found on **University Housing Office** Website: <http://www.gsu.edu/housing/index.html>

- Expected Arrival Date:
- Arrival Time if Known:
- Other Pertinent Information and Needs:

Your Contact in the Housing Office:

E-mail your completed form to Ms. Pertrina Cross, Sr. Administrative Coordinator-Housing Assignments at pcross@gsu.edu. For additional information, call 3-1812.

Housing Deadlines for Exchange Programs:

In order for Housing to accommodate your requests, please send this form on or before the following deadlines by 12 Noon:

- A. Spring Semester 2010 November 5, 2009
- B. May/Summer Semester 2010 March 4, 2010
- C. Fall Semester 2010 May 27, 2010
- D. Spring Semester 2011 November 4, 2010

Program Directors must submit a Room Reservation Form for new and returning students for each semester that they will require housing.

Housing Contract:

Students that are listed on this form must submit a housing application online, accept the Housing Contract, and make payment for the \$525 Room Reservation Fee. A submitted application and accepted contract along with your Exchange Program Directors (PD) Housing Reservation Form will guarantee housing for your students. Housing assignments will be made based upon room availability not specific room types or roommate(s) preferences.

Steps to Apply:

Students must be accepted to Georgia State University before submitting an application. The Housing Application will open up on the specified dates listed below:

- | | |
|-----------------------------|------------------|
| A. Spring Semester 2010 | October 19, 2009 |
| B. Fall Semester 2010 | January 12, 2010 |
| C. Spring Semester 2011 | October 15, 2010 |
| D. May/Summer Semester 2011 | April 15, 2010 |

Step 1: Obtain their campus ID and email by visiting <https://www.student.gsu.edu/> and click **Network Accounts**

Step 2: Complete a housing application online at <https://housing.gsu.edu/applyonline>. Remember to select three living preferences.

Step 3: Pay \$525 (\$445 Room Reservation Fee and an \$80 Non-Refundable Application Fee) and submit your application. University Housing accepts the following forms of payment:

- A. Pay by Credit Card: Visa, Master Card, American Express, Discover Card

Contract - Short-term Exchange Students:

When registering for fall semester housing, students would normally have to contract with Housing for one year (Fall and Spring semesters). However, to accommodate short-term exchange students, Housing has agreed to release them out of the Spring Semester without penalty fees. A letter from the Program Director is the only documentation required to cancel the second term without penalty fees. The letter must be received in the Housing Office by **12 Noon on November 2, 2009** to avoid Spring Semester 2010 charges and **November 1, 2010** to avoid Spring Semester 2011 charges.

Cancellation by Program Director:

Program Directors must notify University housing prior to the specified dates listed below:

- | | |
|-----------------------------|-----------------------------|
| A. Spring Semester 2010 | December 7, 2010 at 12 Noon |
| B. May/Summer Semester 2010 | April 8, 2010 at 12 Noon |
| C. Fall Semester 2010 | June, 29, 2010 at 12 Noon |
| D. Spring Semester 2011 | December 7, 2010 at 12 Noon |
| E. May/Summer Semester 2011 | April 8, 2011 at 12 Noon |

If cancellation is received by the dates listed above, University Housing will cancel reservation requests at no penalty to the student or the Program Director's department. After these dates, the student will be billed according to the cancellation by student policy.

Cancellation by Student:

- A. Cancellation Before Start of Classes: Students that cancel the Contract after acceptance by the University but prior to the first day of classes will forfeit the Room Reservation Deposit of \$525.
- B. After the Start of Class: Students, will forfeit any unused portion of Housing Fee already paid plus payment of a cancellation fee in the amount of \$500.

Access to TuitionPay Plan (Installment Pay Plan) for Exchange Students:

Sallie Mae, sponsors of the TuitionPay Plan at Georgia State, has confirmed that Exchange students may have access to TuitionPay Plan for Housing. The only stipulation for an International student to use the TuitionPay Plan is to transfer funds from their home bank to a bank in the United States. Sallie Mae can only draw funds from a bank located within the United States. To enroll, please visit www.TuitionPay.com or call (800) 635-0120 to speak with a TuitionPay consultant.

Semester Break Residence Hall Closures:

The University Commons and the New Freshman Hall will close between the Fall and Spring Semester. Residents will not be required to move their belongings from their rooms/apartments. University Housing will disrupt the card access system and collect the resident's apartment keys as students leave for the break. Typically, the Freshman Hall will close the day after finals and the Commons will close the day after graduation. Both buildings will re-open at 8:00 am the Saturday before spring semester classes' start. International students should schedule their flights with this in mind.

Early Access to Housing for Exchange Students:

For *Fall Semester*, Housing will grant exchange students their room assignment during regular "early access" period

which is usually a week or so before all students arrive. This is a complementary offering by University Housing. In cases where students need to arrive earlier than Housing's designated early access period, students will be charged a **nominal fee of \$60 per night**. University Housing will indicate the earliest that a student can access the residence. Please have your exchange students contact you or the Housing Office regarding early access.

Spring 2010, the earliest a student may check-in is TBD.
May/Summer 2010, the earliest a student may check-in is TBD.
Fall 2010, the earliest a student may check-in is TBD.
Spring 2011, the earliest a student may check-in is TBD.
