Georgia State University | UNIVERSITY HOUSING
DIVISION OF STUDENT AFFAIRS

HOUSING CANCELLATION REQUEST FORM

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

Phone: 404/413-1800
Fax: 404/413-1803

Date of Request: _____

Please check one: ☐ Commons ☐ Lofts ☐ Freshman Hall

Semester: ☐ Maymester ☐ Summer ☐ Fall and Spring 2009-2010

Student Name: _____
Last Name First Name MI

Panther ID # _____ Telephone # (_____)_____

Email Address: _____@student.gsu.edu

Maymester and Summer Reservation Cancellation Fee

An $85 Room Reservation Fee is due as part of the Student's Application. This is a non-refundable administrative fee if canceled by the student. Therefore, there is no Cancellation Fee Schedule.

Fall Reservation Cancellation Schedule		
Cancellation Date	**Cancellation Fee**	**Housing Credit**
31-Jan-09	$130.00	$395.00
28-Feb-09	$180.00	$345.00
31-Mar-09	$280.00	$245.00
30-Apr-09	$380.00	$145.00
30-May-09	$480.00	$45.00

Spring Reservation Cancellation Schedule		
Cancellation Date	**Cancellation Fee**	**Housing Credit**
31-Aug-09	$130.00	$395.00
30-Sep-09	$180.00	$345.00
31-Oct-09	$280.00	$245.00
30-Nov-09	$380.00	$145.00
31-Dec-09	$480.00	$45.00

Housing Credit Definition

A Housing Credit is any unused portion of the Room Reservation Fee. This amount will be reflected on your student account based on the date in which you cancel your housing application. If you owe any fees to the University, this credit will be applied to that amount.

Reason(s) for Cancellation: ☐ Not Accepted to the University ☐ Currently on Housing Waiting List
☐ Other: _____

My signature indicates that I am terminating my Student Housing application on _____. I understand that once I cancel the housing application the Room Reservation Fee will be forfeited according to the Cancellation Schedule above.

_____ _____
Student Signature Date