



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 _____

Student Name: _____
Last Name First Name MI

Panther ID # _____ Telephone # (____) _____

Email Address: _____@student.gsu.edu

Maymester and Summer Reservation Cancellation Fee

A \$100 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
January 29	\$130.00	\$395.00
February 28	\$180.00	\$345.00
March 31	\$280.00	\$245.00
April 30	\$380.00	\$145.00
May 31	\$480.00	\$45.00

Spring Reservation Cancellation Schedule		
Cancellation Date	Cancellation Fee	Housing Credit
August 31	\$130.00	\$395.00
September 30	\$180.00	\$345.00
October 29	\$280.00	\$245.00
November 30	\$380.00	\$145.00
December 17	\$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