

2/7/2007

Completion of this Form will **terminate your Housing contract** for the current school term and will remove your name from the Wait List for Housing.

HOUSING SECURITY DEPOSIT REFUND REQUEST

Date of Request _____

GA STATE E-MAIL Address _____ @student.gsu.edu

Name (print) _____
Last First Middle

_____ 601708- _____
Social Security No./Student ID Panther Card ID Number (the number under the picture on your Panther Card)

*****Do Not Use Your Lofts , Village or Commons Address*****

Mailing Address _____
Street Apt. #
City State Zip
Phone Number (_____) _____

Housing Address **Building:** _____ **Apartment #:** _____ **Room letter:** _____
(Lofts, Sparta, Athina, Ithaca, Olympia)

Mailbox # _____ First Year Residing in Housing: _____

*******READ CAREFULLY*******I am submitting this request for a refund of the security deposit because I am no longer planning on living in University Housing. I have not requested to live in University Housing during the summer nor for the next academic year. I have not applied for housing, I have not been offered a room, nor did I pay my confirmation fee for an upcoming term. I understand that by submitting this request for a refund that if it is determined that I have caused any damages in University Housing, that the cost of the damage will be charged to my student account on GOSOLAR (Banner System). Also, I understand that my security deposit can be applied to any outstanding fees that may be due to Georgia State University. If I decide to request to move back into University Housing, I understand that I must pay another security deposit.

Student's Signature _____

UNIVERSITY HOUSING OFFICE USE ONLY

_____ **Deposit Denied** **BANNER RELEASE DATE:** _____

____ Contract Breakage **RELEASED BY:** _____

____ Canceled contact after deadline **BANNER CHARGE DATE:** _____

_____ **Refund Approved** **ENTERED BY:** _____

____ On Waiting List ---Wait list #

____ Official Move out -Move out

ACCOUNTING INFORMATION

\$ _____ **Amount of REFUND** Voucher Date _____

Voucher ID # _____

Vendor # _____