

**STUDENT HOUSING CONTRACT
NOTICE OF TERMINATION**

Name (print): _____

Panther ID#: _____

GSU Email: _____@student.gsu.edu

Phone #: _____

I am canceling my Housing Contract for: Fall Semester Spring Semester

The reason for my cancellation is (check one):

- Graduating Transferring/Withdrawal Study Abroad Financial Hardship
 Internship Other (Please specify): _____

FALL SEMESTER 2016 - SPRING SEMESTER 2017	
Cancellation Form Received*	Fees due upon Cancellation
On or before May 31, 2016	<ul style="list-style-type: none"> Forfeiture of \$350 Room Deposit; and \$50 PantherMeals Administrative Fee if room assignment was in Patton Hall, Piedmont North, or Piedmont Central.
June 1-June 30, 2016	<ul style="list-style-type: none"> \$150 Room Cancellation Fee; Forfeiture of \$350 Room Deposit; and \$50 PantherMeals Administrative Fee if room assignment was in Patton Hall, Piedmont North, or Piedmont Central.
July 1- July 31, 2016	<ul style="list-style-type: none"> \$250 Room Cancellation Fee; Forfeiture of \$350 Room Deposit; and \$50 PantherMeals Administrative Fee if room assignment was in Patton Hall, Piedmont North, or Piedmont Central.
Aug.1-October 15, 2016	<ul style="list-style-type: none"> \$350 Room Cancellation Fee; \$100 PantherMeals Administrative Fee+ Pro Rata Panther Meal charge if room assignment was in Patton Hall Piedmont North, or Piedmont Central. Forfeiture of \$350 Room Deposit if cancellation received before the first day of classes; Pro-Rata charge of Fall Semester Housing Fee** from first date available for Move-In through date of move out;
October 16- Nov. 1, 2016	<ul style="list-style-type: none"> \$500 Room Cancellation Fee; and \$200 PantherMeals Administrative Fee Full Fall Semester Housing Fee** Pro-Rata charge of Fall Semester Housing Fee** from first date available for Move-In through date of move out;
Nov. 2, 2016-March 4, 2017	<ul style="list-style-type: none"> Full Fall Semester Housing Fee**, and ½ Spring Semester Housing Fee** Pro-Rata charge of Spring Semester Housing Fee** from first date available for Move-In through date of move out;
March 5, 2017 or Later	<ul style="list-style-type: none"> Full Fall and Spring Semester Housing Fee**
SPRING 2017 SEMESTER	
Cancellation Form Received	Fees due upon Cancellation
On or before Dec. 1, 2016	<ul style="list-style-type: none"> Forfeiture of \$350 Room Deposit \$50 PantherMeals Cancellation Fee if room assignment was in Patton Hall, Piedmont North, or Piedmont Central.
Dec. 2, 2016 – Jan. 4, 2017	<ul style="list-style-type: none"> \$150 Room Cancellation Fee Forfeiture of \$350 Room Deposit \$50 PantherMeals Cancellation Fee if room assignment was in Patton Hall, Piedmont North, or Piedmont Central.
Jan. 5, 2017 –March 4, 2017	<ul style="list-style-type: none"> \$350 Room Cancellation Fee; \$200 PantherMeals Cancellation Fee if room assignment was in Patton Hall, Piedmont North, or Piedmont Central. Forfeiture of \$350 Room Deposit if cancellation received before the first day of classes; Pro-Rata charge of Spring Semester Housing Fee** from first available Move-In date through date of move out
March 5, 2017 or later	<ul style="list-style-type: none"> Full Spring Semester Housing Fee**

I understand that I am agreeing to move out within 24 hours of the effective date of my termination as listed above or by the Move Out Date listed below. I understand that all charges related to my cancellation will not be processed, until confirmation of my move out has been received by the Housing department. 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. This form must be returned to the Central Housing Office. Resident will not receive a refund of any portion of the Housing Fees or other applicable fees as a result of this cancellation for cause as outline in Section VI. A. of the Housing Agreement

(Initial)

Student Signature

Date

Official Use Only

Rec'd By

Date Received:

Room Rec'd

Yes No

Room Assignment

Hall:

Room #:

Move Out Date

Termination Amount

\$

Mailing Address:

P.O. Box 3961
Atlanta, GA 30302-3961

Phone: 404/413-1800

Fax: 404/413-1803

Email: housing@gsu.edu