

SPECIAL GROUP HOUSING RESERVATION FORM

SUBMISSIONS OF THIS FORM WILL RESERVE HOUSING ACCOMODATIONS FOR SPECIAL GROUPS. PROGRAM DIRECTORS MUST ADVISE STUDENTS TO APPLY FOR HOUSING ONLINE AT <http://myhousing.gsu.edu/>

[Steps on how to complete attached Program Directors form]

- *Open PDF in Adobe*
- *Once document opens click Tools (top-right)*
- *Edit Document Text (Now you will be able to edit document)*

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

(Please complete the following information for confirmed students. If you are unable to provide the information below. Please provide the number of beds you intend to fill. 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://myhousing.gsu.edu/residence-halls/virtual-and-video-tours/>

Additional information may be found on **University Housing Office** Website <http://myhousing.gsu.edu/>

- Expected Arrival Date: Arrival Time if Known:
- Expected Bed Count:

Your Contact in the Housing Office:

E-mail your completed form to Mr. Joshua Vance, Sr. Administrative Coordinator-Housing Assignments at Jvance8@gsu.edu
For additional information, call 3-1972.

http://www.gsu.edu/images/UniversityHousing/exchange_program_housing_request.pdf

Housing Deadlines for Exchange Programs:

In order for Housing to accommodate your requests, please send this form on or before the following deadlines by 5:00 PM:

- | | |
|-----------------------------|------------------|
| A. May/Summer Semester 2019 | APRIL 16, 2019 |
| B. Fall Semester 2019 | MAY 2, 2019 |
| C. Spring Semester 2020 | NOVEMBER 7, 2019 |
| D. May/Summer Semester 2020 | APRIL 16, 2020 |

Program Directors must submit a SPECIAL REQUEST HOUSING RESERVATION Form for new and returning students for each semester that the student will require housing. If as student is no longer attending the University, immediately notify the housing office

Housing Contract:

Students that are listed on this form must submit a housing application online, accept the Housing Contract, and make payment for the Room Deposit. A submitted application and accepted contract along with SPECIAL REQUEST FOR HOUSING Form will guarantee housing for your students. **Housing assignments will be made based upon room availability not specific room types or roommate(s) preferences. The contractual agreement obligates residents for the entire academic year. In addition to the University Housing contract. The University housing community living guide outlines policies and procedures for residential living within University Housing.**

Steps to Apply:

Students must be accepted to Georgia State University before submitting an application.

Step 1: Obtain campus ID and email by visiting <https://campusid.gsu.edu/index.cfm>

Step 2: Go to <https://housing.gsu.edu/myhousing> submit a housing contract, make payment by credit/debit card and, and complete required application questions. Forms of Credit Card accepted: Visa, Master Card, American Express, and Discover Card. *****The University Cashier will accept wire transactions. Please call the Housing office for wire transactions and application instructions*****

Contract Breakage Waiver- Short-term Exchange Students:

When registering for fall semester housing, students would normally have to sign a 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. ***If a student is leaving at the end of the Fall term and/or extending their contract for the Spring Term, email jvance8@gsu.edu. This email must be received in the Housing Office by 12 Noon on first business day of November.***

Cancellation by Program Director: University Housing will cancel reservation requests at no penalty to the student or the Program Director's department.

However, after dates listed below the student will be billed according to the cancellation policy written in the Housing Contract (see Cancellation by Student). Please notify University housing prior to the specified dates listed below:

If as student is no longer attending the University, immediately notify the housing office

- | | |
|-----------------------------|--------------|
| A. May/Summer Semester 2019 | May 9, 2019 |
| B. Fall Semester 2019 | June 6, 2019 |
| D. Spring Semester 2020 | |

Cancellation by Student:

- 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.
- After the Start of Class:** Students will forfeit the \$350 Room Reservation Deposit, in addition to the cancellation fees outlined in housing contract under Exhibit B.

No Cost Termination: Resident may cancel his/her Housing Agreement without cancellation charges upon submission of supporting documentation evidencing one of the following occurrences during the Term: a. Graduation;

- b. Call to active military duty;
- c. Marriage;
- d. Birth of a Resident's child;
- e. Enrollment in a University-sponsored study abroad program or affiliated academic internship;
- f. Approved medical withdrawal from the University;
- g. Death of Resident; or
- h. Removal from the University Housing published waitlist.

Any Resident cancelling for one of the reasons covered by this subparagraph will remain responsible for payment of the Housing Fee on a pro-rata basis through the date of cancellation.

Housing Accommodations for International Students:

Housing assignments are at the sole discretion of the housing applicant. After successfully completing a housing application. Applicants will have the opportunity to select their preferred housing assignment. *It is highly recommended that all international students reside in University Housing's only year round residence hall University Lofts.* University Lofts has a total occupancy of 550 residents. The apartments are loft style, blending urban style with modern-day conveniences, and have open floor plans, sealed concrete flooring and exposed duct work. *With predominately shared-bedroom styled suites being offered and a limited amount of private-bedroom styled suites.* Applicants are encouraged to apply within weeks of the housing application opening, if wanting private-bedroom suite accommodations.

Mailing Services:

Mail Mailboxes are located next to the mailroom on the first floor of each residence hall. All mailboxes are accessible 24 hours a day for checking your mail. Mail is distributed by 5:00 PM Monday-Saturday. Each resident is assigned a mailbox (some residents may share a mailbox) and must check their mailbox each day. Your campus mailbox and your student e-mail address are the methods that University Housing staff use to communicate with all residents. Many important notices, disciplinary letters, parking information, and monthly newsletters are distributed through the mailboxes. In the table below, the "XXXX" is the box number assigned at check-in.

Semester Break Residence Hall Closures:

All housing facilities except University Lofts will close between the Fall and Spring Semester (Winter) and at the end of Spring Semester. For fall closing, Residents will not be required to move their belongings from their rooms/apartments. However, at the end of the Spring Semester all student are required to remove all belonging. University Housing will disrupt the card access system and collect the resident's apartment keys as students leave for the break. 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 international student early access to their room assignment. *Typically, the early access date is the day before international orientation.* 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.

For the most up-to-date housing information please go to <http://myhousing.gsu.edu/> or call 404-413-1800.