

Housing Cancellation Request Form

Adopted by President's Cabinet 7/30/20/ REV 2/2024

If you would like to cancel your EGSC Housing Agreement, please complete the following information. Once this information is complete, it should be submitted to the Office of Housing and Residence Life by clicking the submit button below. You will be notified of the outcome of this request via your EGA student email within 5 business days.

Students who request release from their Housing Agreement are not released from any required financial obligations (general circumstances detailed below). Please consult the East Georgia State College Housing Agreement for the financial obligations due at cancellation, as it applies to your specific circumstance, before you sign this cancellation request. If the cancellation request is denied, see the Housing Agreement for the appeal process.

Students who cancel their Academic Year agreement on or before August 1st are not charged a fee. Students who cancel their Academic Year agreement after August 1st and do not meet one of the criteria listed below, will be charged a \$1000 cancellation fee (\$750 if returning housing student who has already resided on campus for 2 semesters or more).

Spring term only students who cancel on or before January 3rd will not be charged a fee. Spring term only students who cancel after January 3rd will be charged a \$1000 cancellation fee (\$750 if returning housing student who has already resided on campus for 2 semesters or more).

1. I hereby request cancellation of my housing agreement for this(these) term(s):

- Academic Year 24-25
- Spring 25 (only mark if you did not apply to stay on campus for Fall 2024)
- Summer 2025

2. I am requesting release from the cancellation fee based on the following circumstance. All students who cancel during a financial penalty period WILL receive a cancellation fee. Students who select one of the 8 below listed reasons for cancellation (once appropriate documentation is received) will have the \$1000 charge removed from their account.

- Graduation (must be verified through registrar's office)
- Call to Active Military Duty (attach copy of orders for active deployment - must have been a member of the military prior to signing the housing agreement)
- Marriage (forward copy of marriage certificate)
- Birth of a resident's child or certified adoption of minor child (forward a copy of the child's birth certificate or certified adoption paperwork: must have occurred during contract term)
- Enrollment in a college-sponsored study abroad program or affiliated internship (forward copy of verification from college professor)
- Approved medical withdrawal from the college (forward copy of withdrawal verification)
- Death of Resident (Please forward a copy of the death certificate)

- Hardship withdrawal (unusual or emergency circumstances that are non-academic in nature and beyond the student's control; forward letter granting academic hardship withdrawal from VPASA or President; see EGSC Drop and Withdrawal Policy for definitions and procedure for requesting hardship withdrawal).
- None of these reasons apply to me.

3.If you selected "none of these reasons apply to me" in the question above, please write the reason you are cancelling in the box below.

4.To digitally sign this document, please enter your Student ID Number in the Box Below.
930-xxx-xxx

5.Cancelling Student's Name
First and Last

6.Cancelling Student's Date of Birth

7.Parent/Guardian/Guarantor's Signature
If student was under age 18 when agreement was signed.