Housing Cancellation Request Form

Adopted by President's Cabinet 10/23/18

If you would like to cancel your EGSC Housing Agreement commitment, please complete the following information. Once this information is complete, it should be returned to the Office of Housing and Residence Life. You will be notified of the outcome of this request via **East Georgia student email**. Students who request release from their Housing Agreement are not released from their financial obligations. Please consult the East Georgia State College Housing Agreement for the financial obligations due at cancellation, as it applies to your specific circumstance, before your sign this cancellation request. If the cancellation request is denied, see the Housing Agreement for the appeal process.

Name _____ Student ID # _____ DOB _____

EGSC Room # _____ EGSC Email _____ Phone _____

Mailing Address _____ _____ _____ _____
Street *City* *State* *Zip*

I hereby request cancellation of my housing agreement for this(these) term(s) *(mark all that apply):*

Fall Semester 20_____ Spring Semester 20_____ Summer Semester 20_____

I am requesting release from the $1,000 cancellation fee based on the following circumstance(s). *(mark all that apply):*

☐ Graduation (attach copy of Application for Graduation)

☐ Call to Active Military Duty (attach copy of orders for active deployment – must be during cancelled contract term)

☐ Marriage (attach marriage certificate copy)

☐ Birth of a resident's child or certified adoption of minor child (attach birth certificate copy or certified adoption paperwork)

☐ Enrollment in a College-sponsored study abroad program or affiliated internship (attach copy of verification from College professor)

☐ Approved Medical Withdrawal from the College (attach withdrawal verification copy)

☐ Death of a Resident (attach copy of the death certificate)

☐ Hardship Withdrawal (unusual or emergency circumstances that are non-academic in nature and beyond the student's control; attach 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.

At this time, print the document, sign it, and either scan and send it to housing@ega.edu or fax to 478-419-1003.

_____ _____
Resident Signature Date

_____ _____
Parent/Guardian/Guarantor's Signature *(If student was under 18 when contract was signed)* Date

FOR OFFICE USE ONLY: Received by_____ Date_____

Director of Housing Signature_____

Processed:_____ ☐ Fee Applied ☐ Fee Waived Outcome e-mailed on _____

Revised 10/23/2018