Office of Housing and Residence Life

LAKER HALL RESERVATION FORM

Fall 2009 – Spring 2010

Important Note for Freshman Students: If you are planning to enroll fulltime (12 or more credit hours per semester), it is required that you make a reservation and live on campus in Laker Hall (unless you've been granted an exemption for this housing requirement).

All Students: Once this reservation and deposit form is submitted and processed, you will receive a housing contract and a suitemate preference form, which will allow you to select a residential meal plan and select possible suitemates. These documents are also available at http://adminservices.clayton.edu/housing/. **Note:** Housing room assignments generally are made in the order in which signed housing contracts are received.

Student Type: ☐ New Freshman ☐ Transfer Student ☐ Continuing (Returning) Student

LakerID#: _____ **Clayton State Email:** _____ @student.clayton.edu

Full Name: _____
Last *First* *Middle*

Gender: ☐ Female ☐ Male **Date of Birth** _____
Month *Date* *Year*

Home Phone Number: _____ **Cell Number:** _____
(Area Code) *(Area Code)*

Current Mailing Address: _____
Street *City* *State/Country* *Zip Code*

Reservation Deposit for:

☐ Fall 2009/Spring 2010

☐ Spring 2010 Only

Clayton State Housing Reservation Deposit and Refund Schedule*

Start Term:	SUMMER	FALL	SPRING	Deposit Required	Deposit Refund %
By:	April 1	July 1	December 1	**$200**	50%
After:	April 1	July 1	December 1	**$300**	0%

*Refer to Cancellation and Refund Policy on the Clayton State Housing website

_____ _____ _____
Student signature **Parent Signature (if student is under age 18)** **Date**

METHOD OF PAYMENT FOR RESERVATION

☐ Check or Money Order enclosed – Payable to: Clayton State University

You may also elect to use Discover, Visa or MasterCard to pay the reservation deposit. Please check card to be used and complete the required information below:

☐ Discover ☐ Visa ☐ MasterCard Account Number: _____

Authorized Signature: _____ Expiration Date: _____

OFFICE USE ONLY: Date Rec'd: _____ Amt. Rec'd: _____

Return this form and payment to:
Office of Housing and Residence Life, Clayton State University—Laker Hall
2000 Clayton State Blvd., Morrow, Georgia 30260

Individuals with disabilities requiring residence hall assistance *or accommodations for participation in any Clayton State University sponsored event, or to obtain print materials in an alternate format can contact the Disability Resource Center at (678) 466-5445 or disabilityresourcecenter@clayton.edu*

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