



# Housing Reservation/Contract Cancellation Request Form

Before submitting this request, please be sure you are familiar with the Housing Reservation Refund Policy/ Schedule and/or the contract cancellation provisions in your signed contract.

Name (print) Laker ID # Today's Date

Housing Building & Room (if applicable) Housing Mailbox # (if applicable)

Telephone # Email Address @student.clayton.edu

- I am requesting cancellation of my housing reservation. (I did not sign a contract.)
I am requesting cancellation of my housing contract. Note: A contract signed for the academic year cannot be deferred to the 2nd semester. The existing contract must be cancelled and a new reservation and contract must be completed for the intended semester of residence.

Indicate term for existing reservation or contact:

- Fall and Spring Semesters 20\_\_ - \_\_ (academic year) Spring Semester Only 20\_\_ (year)
Fall Semester Only 20\_\_ (year) Summer Semester Only 20\_\_ (year)

The reason for my cancellation is\*: \_\_\_\_\_

\*Documentation substantiating reason for cancellation must accompany this request form. A student who makes a Contract cancellation request for reasons other than the eligible reasons stated in the official contract will be held financially accountable for the FULL cost of the housing agreement.

My signature indicates that I request cancellation of my student housing contract effective the \_\_\_ day of \_\_\_, 20\_\_\_, and that I understand that:

Upon approval of my housing contract cancellation, I will have the following financial obligations:
I will forfeit my Housing Reservation Deposit;
I will owe, at minimum, a Housing Contract Cancellation Fee and any costs associated with occupancy of room (per contract).

If my contract cancellation is approved, I agree to move out of my room and Laker Hall by 5:00 p.m. on the date indicated above, and complete a Vacate Room Checklist with Laker Hall staff which includes a room walk-thru, and returning my room and mailbox keys. If the move-out date specified above is during the week of final exams, I must vacate my room and Laker Hall 24 hours after my last final exam. (Failure to move-out by the indicated dates/published deadlines will result in additional charges for late move-out.)

An approved contract cancellation means that I am giving up my room assignment and that, as such, the University makes no guarantees of room availability in the event I change my decision to cancel after submission of this form. In addition, if I have live-on-campus-required freshman status, I will be restricted to part-time enrollment for remainder of my first academic year.

Student Signature Date

Forwarding Street Address City State Zip Code

Submit to: Department of Housing and Residence Life
2000 Clayton State Blvd., University Center 250, Morrow, GA 30260

Office Use Only: Refund Eligible @ \_\_\_% Deposit Forfeiture Cancellation Fee \$\_\_\_ FT FR