



University Housing Contract Cancellation Form

Before submitting this form, please be sure you are familiar with the University Housing Contract Cancellation Policy and Fee Schedule at www.clayton.edu/housing. A processed contract cancellation will result in forfeiture of any issued room assignment and a new reservation application and fee must be submitted for another room request. University Housing makes no guarantee of room availability after cancellation.

Name (print) _____ Laker ID # _____ Today's Date _____

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

Telephone # _____ Email Address _____ @student.clayton.edu

Indicate the contract period for which you are requesting cancellation:

- Fall and Spring Semesters 20____ - ____ (academic year)
- Fall Semester Only Spring Semester Only Summer Term Only 20____ (year)

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

- I must move out of my room and the housing facility by 5:00 p.m. on the date indicated above, and complete a Vacate Room Checklist with housing staff which includes a room walk-thru and return of my room and mailbox keys. If the move-out date specified above is during the week of final exams, I must vacate the facility 24 hours after my last final exam. Failure to move-out by the indicated date will result in additional charges for late move-out.
- I will owe any costs associated with occupancy of room and/or a Housing Cancellation Fee (unless qualified for a fee waiver in accordance with the official contract document).

The reason for my housing cancellation is: _____

To avoid assessment of a Housing Cancellation Fee, documentation MUST accompany this form which fully verifies the reason for which the cancellation is made and which qualifies for a cancellation fee waiver, per the University Housing Contract.)

Note for First-time Freshman Students: Clayton State freshman students, with some exceptions, are subject to the University's live-on-campus requirement for the first academic year. A housing cancellation may restrict you to part-time enrollment status unless you qualify and are approved for an exemption to the live-on campus policy. The Housing Cancellation Fee Policy still applies even if approved for an exemption.

Student Signature _____ Date _____

Student's Forwarding/Permanent Street Address _____ City _____ State _____ Zip Code _____

Submit to: Office of Housing and Residence Life
Clayton State—Laker Village
5809 Northlake Drive
Morrow, GA 30260

Office Use Only: Waiver/Refund Eligible @ _____% Cancellation Fee \$_____.____ FT FR Process Date _____