



Fort Valley State University

A State and Land Grant University
University System of Georgia

Office of Residential Life

1005 State University Drive Fort Valley, GA 31030

Request for Housing Cancellation

Directions: Complete this form only if you have met the criteria for housing cancellation as listed in your Fort Valley State University Housing Contract under Terms and Conditions. Please Note: The terms and conditions of your contract are in effect until you have received documentation from the Office of Residential Life that your request has been approved. PLEASE ALLOW 72 HOURS FOR PROCESSING.

Please Print

NAME _____ ID# _____
(Last) (First) (MI)

RESIDENTIAL HALL _____ ROOM# _____ PHONE# _____

CANCELLATION FOR SEMESTER/YEAR: _____

I request to cancel my housing contract or reservation, for I have met the following conditions: (check the appropriate statement(s) below). You must enclose a copy of the appropriate documentation where requested.

___ I plan to commute from home or live with approved relatives (Submit RL Permission to Commute Form).

I will not attend Fort Valley State University next semester for the following reason:

___ I am graduating (Submit verification).

___ I am transferring to another institution (Submit acceptance letter).

___ I am withdrawing from the University (Submit formal withdrawal form).

___ I am experiencing extreme financial hardship (Submit Financial Aid Award Letter or statement from Financial Aid Administrator. Additional supporting documentation may be requested).

___ I am experiencing other urgent hardships (Submit letter).

___ OTHER (Please attach supporting documentation and written explanation, if appropriate.)

Signature: _____ Date: _____
Student

Signature: _____ Date: _____
Residential Manager

APPROVED _____ DENIED _____ (Reason for Denial) _____

Signature: _____ Date: _____
Director of Residential Life

DO NOT WRITE BELOW THIS LINE

APPROVED

APPROVED

CLEARED

Dean of Students

Business & Finance

Assignment Manager

Date: _____

Date: _____

Date: _____

Please note that the Office of Residential Life considers the release only of those applicants who meet university requirements for housing cancellation. A non-negotiable fee will be charged to each resident breaking the Lease Agreement in an amount equal to 50% of the rental fee.