HOUSING AND
RESIDENCE LIFE
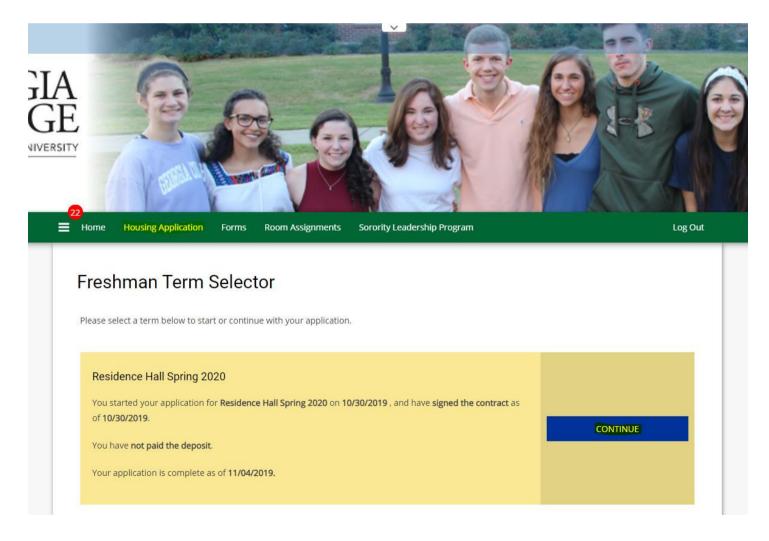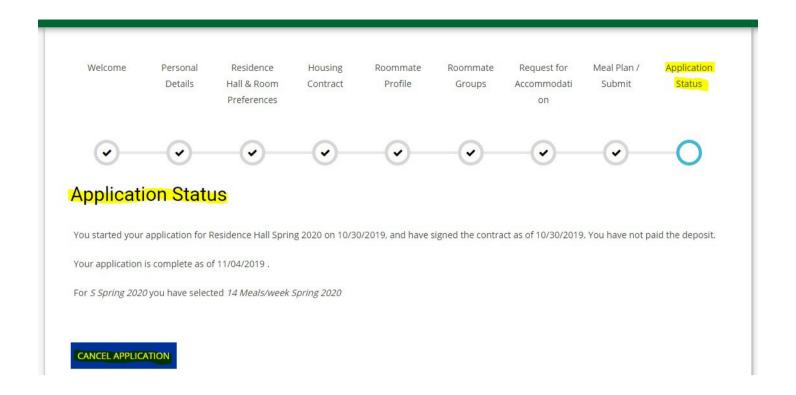GEORGIA COLLEGE & STATE UNIVERSITY

**How do I submit a housing cancellation request?**
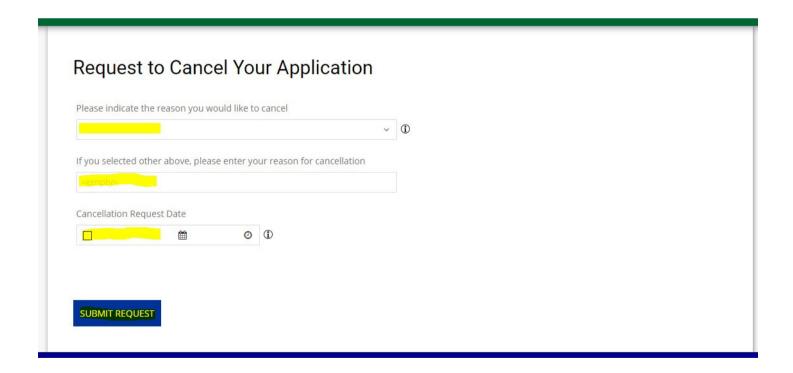**(students who have not moved in)**

1. Log into Unify.

2. Click on the "Service Apps" tab.

3. Scroll down and click on the "Housing Application" icon (icons are in alphabetical order).

4. If a new page or tab does not appear, you will need to allow pop-ups for the site.

5. If you haven't moved in yet, you can typically submit a cancellation request through your housing application.

6. Click on "Housing Application" and then select the term that you applied for.



**Freshman Term Selector**

Please select a term below to start or continue with your application.

**Residence Hall Spring 2020**

You started your application for **Residence Hall Spring 2020** on **10/30/2019** , and have **signed the contract** as of **10/30/2019**.

You have **not paid the deposit.**

Your application is complete as of **11/04/2019**.

CONTINUE

7. On the "Application Status" page, click the "CANCEL APPLICATION" button.

| Welcome | Personal Details | Residence Hall & Room Preferences | Housing Contract | Roommate Profile | Roommate Groups | Request for Accommodation | Meal Plan / Submit | Application Status |

## Application Status

You started your application for Residence Hall Spring 2020 on 10/30/2019, and have signed the contract as of 10/30/2019. You have not paid the deposit.

Your application is complete as of 11/04/2019 .

For *S Spring 2020* you have selected *14 Meals/week Spring 2020*

**CANCEL APPLICATION**

7. Complete the short form and then click the "SUBMIT REQUEST" button.

## Request to Cancel Your Application

Please indicate the reason you would like to cancel

[                                              ] ⌄ ⓘ

If you selected other above, please enter your reason for cancellation

[<empty>                                       ]

Cancellation Request Date

[☐                      ] 📅      🕐 ⓘ

**SUBMIT REQUEST**

8. Once your request is submitted a confirmation will be displayed and a separate confirmation that your request has been received will be sent to your GCSU email.