HOUSING AND RESIDENCE LIFE
GEORGIA COLLEGE & STATE UNIVERSITY

How do I submit a housing cancellation request? (students who have already moved in)

1. Visit my.gcsu.edu

2. Login by entering your Bobcats email address and MyGCSU password.

3. Scroll down to the "Service Apps" section on the main screen.

4. Search for and click on the "Housing Application" link.

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

6. If you have already moved in, or you are not able to submit a request through your housing application, click on "Forms" and then select the Housing Cancellation Request form.

7. Fill in all of the required fields and then click the "SAVE & CONTINUE" button.

Room and Board Contract Cancellation Request

If you have changed your plans and will no longer be enrolled as a student for the current/upcoming semester, or if you are a current student and will not return to University Housing, complete this online form by the appropriate deadline. A cancellation fee, as outlined in your contract, is assessed to your student account if you cancel after the established deadline. Please note additional documentation may be required and you will have an oportunity to upload documents at the end of the form.

Cancellation Request Date

[ ] 📅 ⓘ

For which term are you requesting to cancel your housing?

| Please Select | ∨ | ⓘ |

What is your current building?

| Please Select | ∨ | ⓘ |

What is your current room number?

| <empty> | ⓘ |

Why are you requesting to cancel your housing?

| Please Select | ∨ | ⓘ |

If you are transferring, please specify where

| <empty> |

If you are moving off campus, please specify where

| <empty> |

If you selected "Other" from the dropdown, please provide additional information

| <empty> |

SAVE & CONTINUE

8. Some cancellation requests require additional documentation. If you are required to submit documentation, use the file upload at the bottom of the page to attach your documents and then click "SUBMIT REQUEST". If your cancellation request does not require any additional documentation, just click "SUBMIT REQUEST".

Please Upload Your Files Below

Certian cancellation requests require accompanying documentation. If your reason for cancelling is not listed below, please click "SUBMIT REQUEST" at the bottom of the page now.

1. If you are transferring - Please upload a copy of your acceptance letter.

2. If you doing a Co-Opt/internship outside Baldwin County - Please updoad details regarding your internship.

3. If you are student teaching outside Baldwin County - Please upload details regarding where you will be student teaching.

4. If you selected "Other" - Please upload documentation regarding your specific situation.

If you do not have your documentation ready to upload now, you can either come back to this page at a later date or submit your request now and then email your documentation to housing@gcsu.edu once it is gathered.

File Upload

Choose a file, or drag it here

SUBMIT REQUEST

9. 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.