



# HOUSING AND RESIDENCE LIFE

GEORGIA COLLEGE & STATE UNIVERSITY

## How do I submit a housing cancellation request? (students who have not 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 haven’t moved in yet, you can typically submit a cancellation request through your housing application.
7. Click on “Housing Application” and then select the term that you applied for.

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Home **Housing Application** Forms Room Assignments Sorority Leadership Program Log Out

### 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**

8. 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**

9. 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

Cancellation Request Date

**SUBMIT REQUEST**

10. 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.