

HOUSING CANCELLATION REQUEST



If a student wishes to cancel their housing agreement, formal written notice must be provided to the leasing office prior to move out. Cancellation charges will be assessed depending on the date of cancellation and the reason for leaving.

If the student cancels their housing agreement, the student must vacate within 72 hours. Cancellation charges must be paid within 30 days. Students with unpaid housing account balances will be placed on Financial Hold. Students placed on Financial Hold become ineligible for further registration, and transcripts will not be released until the student account is paid in full. A return payment fee of \$50.00 may be assessed when payment is not honored by the bank on which it was drawn. Debtors who do not make satisfactory payment arrangements on their past due accounts may have their accounts placed with a collection agency. It is the policy of the University that unpaid accounts will be assessed the costs and expenses of collection, including attorney fees.

See Article V a. in Life University License Agreement for Housing & Residential Life.

Students must submit this form and supporting documentation to request a housing cancellation.

Residence Hall: The Commons LIFE Village Retreat

Quarter of Request: Fall Winter Spring Summer Year _____

Name: Last _____ First _____ Middle _____

Home Address: Street _____

City _____ State _____ Zip Code _____

ID# _____ **Phone Number** _____

I hereby request to cancel my housing licensing agreement for the following reason:

- | | |
|---|---|
| <input type="checkbox"/> Permanent Withdrawal from Life University* | <input type="checkbox"/> Financial Reasons |
| <input type="checkbox"/> Graduation* | <input type="checkbox"/> Medical Reasons* |
| <input type="checkbox"/> Academic Reasons | <input type="checkbox"/> Personal Reasons |
| <input type="checkbox"/> Change of Career | <input type="checkbox"/> Military Deployment* |
| <input type="checkbox"/> Other _____ | |

***Supporting documentation is required if this reason is selected.**

Please provide additional information: _____

I understand my responsibility to comply with Life University's cancellation requirements and submission of this form. I acknowledge the information I am submitting is true, accurate and real. If I am found to have submitted false documentation, it could result in being assessed the cost of housing and meal plan for an academic term and be subjected to violations of the LIFE Student Code of Conduct. If I was charged for a required Meal Plan, I will no longer have access to my Meal Plan or eBucks. If I live in University housing, I cannot remain in housing or re-enroll at LU for a period of three quarters from the date of my withdrawal.

Signature _____ Date _____

Submit this form and all supporting documentation to:
Department of Housing and Residence Life, ATTN: Housing & Residence Life Staff,
Life University 1269 Barclay Circle, Marietta, GA 30060.
Email (scanned copy): Housing@LIFE.edu • Fax: 770-426-2677

Housing Staff Only In-Person Signature Verified by _____ <input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied Signature _____ Date _____
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