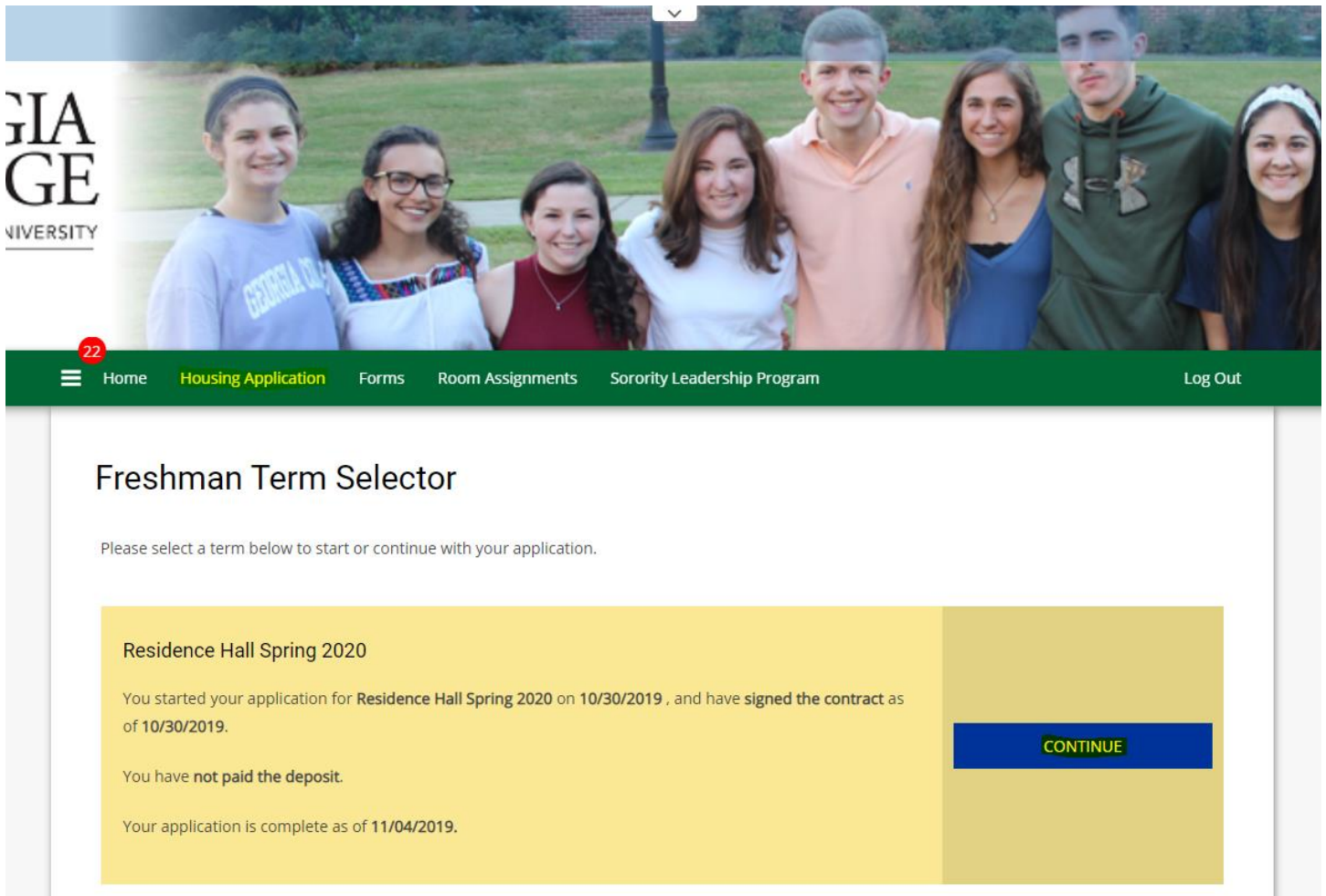


## How do I submit a housing cancellation request? (students who have not moved in)

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.



The screenshot shows the Georgia College Housing Application website. The header features the Georgia College logo on the left and a navigation menu on the right with items: Home, Housing Application (highlighted), Forms, Room Assignments, Sorority Leadership Program, and Log Out. A red notification bubble with the number '22' is visible above the Home link. The main content area is titled 'Freshman Term Selector' and contains the instruction: 'Please select a term below to start or continue with your application.' Below this, there is a yellow box for 'Residence Hall Spring 2020' with the following text: '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.' A blue 'CONTINUE' button is located to the right of the text.

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

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 GC email.