I wish to cancel my housing contract beginning: (check one) ___Fall ___ Spring 20______ (year)

A. Full Cancellation. To cancel your contract, Resident must submit a completed Housing Cancellation Form. Except as described in Subparagraph B below (No Cost Termination), a Resident’s cancellation of this Housing Agreement will result in accruing certain cancellation charges as described in the Cancellation Schedule below.

B. No Cost Termination. Resident may cancel his/her Housing Agreement without cancellation charges upon submission of supporting documentation evidencing one of the following occurrences during the Term:
   a. Graduation;
   b. Call to active military duty;
   c. Marriage;
   d. Birth of a child
   e. Enrollment in a University-sponsored study abroad program or affiliated academic internship;
   f. Approved medical withdrawal from the University; or
   g. Death of Resident

Any Resident cancelling for one of the reasons covered by the above subparagraph will remain responsible for payment of the Housing Fee on a pro-rata basis through the date of cancellation.

CANCELLATION SCHEDULE
(check only one below)

Fall Semester Cancellations – Returning Students
— Cancel without penalty: through March 31
— Cancel with 25% penalty: April 1 – May 31
— Cancel with 75% penalty: June 1 – first day of class
— Full penalty: After classes begin for fall semester

Fall Semester Cancellations – New Students
— Cancel without penalty: through May 31
— Cancel with 25% penalty: June 1 – July 31
— Cancel with 75% penalty: August 1 – August 31
— Full penalty: On or after September 1

Spring Semester Cancellations – Returning Students
— Cancel with 25% through October 31
— Cancel with 75% penalty: November 1 – first day of class for spring semester
— Full penalty: After classes begin for spring semester

Spring Semester Cancellations – New Students
— Cancel without penalty: through October 31
— Cancel with 25% penalty: November 1 – December 31
— Cancel with 75% penalty: January 1 – January 15
— Full penalty: On or after January 16

Penalty % is based the cost for the contract for the semester in which you are canceling.

New Student = has not yet started classes at UNG Dahlonega.
Returning Student = has been enrolled and taking classes at UNG Dahlonega.

Date: ___________ Student Name (printed) ___________________________ Signature ______________________________

Student ID# 900 ____________________ Residence Hall ___________ Room Number ___________

Reason: ______________________________________________________________________________________

For Residence Life Office Use Only:

Date Received __________________ Time __________________ By __________________________