

Housing Contract Cancellation Request Form

If you need this document in another format, please contact ResidenceLife@ung.edu or call 706-864-1902.

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

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

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 – New Students

- Cancel without penalty: through November 30
- Cancel with 25% penalty: December 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 _____