

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 2025 _____ Spring 2026

- 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
- h. International or Direct Exchange Program Participation

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

CANCELLATION SCHEDULE

Fall Semester Cancellations – All Students (Cadets and Civilian)

Cancel without penalty: through April 29

- Cancel with \$500 penalty: May 1- May 31
- Cancel with \$750 penalty: June 1 – June 30
- Cancel with \$1200 penalty: July 1 – August 7
- Full penalty: After classes begin for fall semester
- Full penalty: no show with no written notification

Spring Semester Cancellations – All Students (Cadets and Civilian)

Cancel without penalty: through October 31

- Cancel with \$500 penalty: Nov. 1 through Nov. 30
- Cancel with \$750 penalty: Dec. 1 – Dec. 31
- Cancel with \$1200 penalty: January 1 – January 4
- Full penalty: Cancellation January 5 or later
- Full penalty: no show with no written notification

Date: _____ Student Name (printed) _____ Signature _____

Student ID# 900 _____ Residence Hall _____ Room Number _____

Reason: _____

For Residence Life Office Use Only:

Date Received _____ Time _____ By _____