

# Housing Contract Cancellation Request Form

If you need this document in another format, please contact [ResidenceLife@ung.edu](mailto: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 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: