

UNIVERSITY OF NORTH FLORIDA HOUSING AND RESIDENCE LIFE
SPRING 2024
Cancellation Addendum

STUDENT'S CANCELLATION OF CONTRACT PRIOR TO FACILITY OPENING: Any request for cancellation of the Contract by Resident must be submitted in writing via the myHousing web portal. Cancellation of the Contract by the Resident is subject to the following timelines and fees:

SPRING 2024 CONTRACT CANCELLATION TIMELINE and ASSOCIATED FEES

Cancellation prior to November 10, 2023

Cancellation with no penalty; Non-refundable \$100.00 Processing Fee forfeit = total amount due to cancel contract

Cancellation November 10, 2023 – December 1, 2023

If enrolled, \$300.00 Cancellation Fee + Non-refundable \$100.00 Processing Fee = total amount due to cancel contract

If not enrolled, \$300.00 Cancellation Fee + Non-refundable \$100.00 Processing Fee = total amount due to cancel contract

Cancellation December 2, 2023 – January 4, 2024

If enrolled, \$1,400.00 Cancellation Fee + Non-refundable \$100.00 Processing Fee = total amount due to cancel contract

If not enrolled, \$300.00 Cancellation Fee + Non-refundable \$100.00 Processing Fee = total amount due to cancel contract

Cancellation after January 4, 2024

If enrolled, Student assessed 100% of Contract Sum = total amount due to cancel contract

If not enrolled, \$300.00 Cancellation Fee + Non-refundable \$100.00 Processing Fee = total amount due to cancel contract

The \$100.00 Processing Fee is not refundable for all Housing Contracts.

15. **CONTRACT CANCELLATION AFTER FACILITY OPENING:** Unless the Contract is canceled prior to established deadlines as set forth in chart above, the Contract may not be terminated without financial responsibility of the outlined cancellation fees without approval from the Assistant Director of Housing Operations or his/her designee. The granting of a release from the Contract is NOT automatic, is rare and falls completely within the discretion of the Assistant Director of Housing Operations or their designee. In the event of termination of occupancy without approval, Resident's obligation to pay rent will continue as long as the student is enrolled at UNF or FSCJ during the contract term. If Resident does not enroll in classes at UNF or FSCJ, the Resident's contract will be canceled, and prepayment will be forfeited as outlined in the above timeline.
16. **CONTRACT TERMINATION UPON STUDENT'S WITHDRAWAL FROM THE UNIVERSITY:** The Contract will automatically terminate upon the Resident's withdrawal from the University or FSCJ, as the case may be, and written notification to the Department of such withdrawal. The Resident is required to vacate their assigned space within 48 hours of withdrawal. Residents continue to be liable for Contract Sum payment until Resident provides written notification to the Department of withdrawal and the Resident has properly vacated facility. The Resident's failure to provide written notification to the Department of withdrawal will result in the Resident's continued responsibility to pay Contract Sum and all charges hereunder, despite Resident's vacating of the room or apartment, until official notification of withdrawal is received by the Department or until the Contract is canceled by the Department. If the Resident withdraws during the contract term, but fails to notify the Department, Resident may be subject to University disciplinary action and/or denial of any future housing request or contract.

Notice of withdrawal must be made in writing directly to the Department. Notice made to other University offices does not constitute official notice of withdrawal from housing accommodations. If Resident withdraws from University during the contract term and then re-enrolls during the same semester or term Resident withdrew, the Contract shall remain valid. If, however, Resident withdraws from University during the contract term and then re-enrolls during a subsequent semester or term, the Contract shall be null and void. The Contract remains valid for the contract term as long as there is no break in enrollment and except as otherwise provided in the Contract.