

**UNIVERSITY OF NORTH FLORIDA HOUSING AND RESIDENCE LIFE**  
**FALL 2022/SPRING 2023**  
**CANCELLATION ADDENDUM**

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:

**FALL 2022/SPRING 2023 CONTRACT CANCELLATION TIMELINE and ASSOCIATED FEES**

**Cancellation prior to May 1, 2022**

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

**Cancellation May 1, 2022 – July 14, 2022**

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

If not enrolled, \$100.00 Processing Fee forfeited = total amount due to cancel contract

**Cancellation July 15, 2022 – August 19, 2022**

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

If not enrolled, \$100.00 Processing Fee forfeited = total amount due to cancel contract

**Cancellation after August 19, 2022**

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

If not enrolled, \$100.00 Processing Fee forfeited = total amount due to cancel contract

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

**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.