

UNIVERSITY OF NORTH FLORIDA HOUSING AND RESIDENCE LIFE
THE FLATS AT UNF
CANCELLATION ADDENDUM

RESIDENT'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 timeline and fees:

CONTRACT CANCELLATION TIMELINE and ASSOCIATED FEES

Cancellation prior to May 1, 2022

Cancellation with no penalty; \$100.00 Processing Fee non-refundable

Cancellation May 1, 2022 – July 14, 2022

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

July 15, 2021 – August 18, 2021

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

Cancellation after August 18, 2022 – November 14, 2022

60 Day Notice Required

\$2,100.00 Cancellation Fee + \$100.00 Processing Fee = Total amount due to cancel contract

Cancellation November 15, 2022 – February 14, 2023

60 Day Notice Required

\$2,800.00 Cancellation Fee + \$100.00 Processing Fee = Total amount due to cancel contract

Cancellation After February 15, 2023

Resident assessed 100% of Contract Sum = 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 financial responsibility to 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, Resident's obligation to pay rent will continue regardless of registration status with the University. Withdrawal or non-enrollment is not grounds for an automatic release/contract cancellation without financial responsibility as outlined as outlined in the above timeline.

Based on the length of the contract term and responsibility for the contract whether a Resident is enrolled at UNF or not, there is an established Contract Transfer process. A Contract Transfer allows the Resident to identify an eligible UNF student, who does not already have an active housing contract during certain periods of time to complete a contract in exchange for their cancellation with minimal financial penalty. Details about the Contract Transfer process can be found on the UNF housing website. There are designated time periods in which Contract Transfers cannot occur. These periods are typically active assignment periods in which priority for space has already been established. As such Contract Transfers are not permitted prior to July 15, 2021 and are not permitted when the Department is maintaining an official Wait List. Traditional wait list periods set by the Department are from then end of March through the beginning of the fall semester.