

## HOUSING CONTRACT CANCELLATION DEADLINES

### **1) If the Student's Contract Begins Fall 2012 the contract term is through Spring 2013 if the student is enrolled for Spring 2013:**

- i) Students who request a Contract cancellation in writing **no later than June 1, 2012**, will be refunded the advance payment.
  - ii) Students who request a Contract cancellation in writing **from June 2, 2012, through the day prior to the official opening date of University Housing** will be assessed a \$200.00 Cancellation Fee.
  - iii) Students who **are enrolled** and request a Contract cancellation in writing **from the official opening date of University Housing through the published University Fee payment deadline** will be obligated to pay 50% of the Fall Semester rent plus a \$300.00 Cancellation Fee. Students who **are not enrolled** and request a Contract cancellation in writing **from the official opening date of University Housing through the published University Fee payment deadline** will be charged a \$300 cancellation fee.
  - iv) Contract cancellations requested in writing for Fall 2012/Spring 2013, received **after the published University Fee payment deadline for Fall 2012**, for the reasons listed below, may be approved. However, such students shall be responsible for prorated rent through the date key is returned and check-out procedures are completed plus a \$300.00 Cancellation Fee.
    - a) Students who decide not to enroll in classes for the Fall semester.
    - b) Students who are only enrolled for On-Line Classes Fall or Spring semester.
    - c) Students who will not be enrolled for Spring term who cancel by November 17<sup>th</sup> will be charged a \$100 Cancellation fee. After November 17<sup>th</sup> the Cancellation Fee will be \$300. Students who are December Graduates will **NOT** be charged a cancellation fee.
    - d) Students who withdraw from the University.
    - e) Students who present evidence of marriage.
    - f) Students who are denied admission or are academically suspended from the University.
    - g) Students who are enrolled in a co-op or internship experience outside Escambia and Santa Rosa counties or study abroad.
    - h) Students who are released from the Contract by the University Fee Appeals Committee (the decision of which is final).
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### **2) If the Student's Contract Begins Spring 2013:**

- i) Students who request a Contract cancellation in writing no later than **November 17, 2012**, will be refunded the advance payment.
  - ii) Students who request a Contract cancellation in writing **from November 18, 2012, through the day prior to the official Spring Semester opening date of University Housing** will be assessed a \$200.00 Cancellation Fee.
  - iii) Students who **are enrolled** and request a Contract cancellation in writing **from the official opening date of University Housing through the published University Fee payment deadline** will be obligated to pay 50% of the Spring Semester rent plus a \$300.00 Cancellation Fee. Students who **are not enrolled** and request a Contract cancellation in writing **from the official opening date of University Housing through the published University Fee payment deadline** will be charged a \$300 cancellation fee.
  - iv) Contract cancellations requested in writing for Spring 2013, received **after the published University Fee payment deadline for Spring 2013**, for the reasons listed below, may be approved. However, such students shall be responsible for prorated rent through the date key is returned and check-out procedures are completed plus a \$300.00 Cancellation Fee.
    - a) Students who decide not to enroll in classes for Spring semester.
    - b) Students who are only enrolled for On-Line Classes Spring semester.
    - c) Students who withdraw from the University.
    - d) Students who present evidence of marriage.
    - e) Students who are denied admission or are academically suspended from the University.
    - f) Students who are enrolled in a co-op or internship experience outside Escambia and Santa Rosa counties or study abroad.
    - g) Students who are released from the Contract by the University Fee Appeals Committee (the decision of which is final).
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### **3. If the Student's Contract Begins Summer 2012**

The Contract Cancellation deadline for Summer Terms A and B is **Friday, April 20, 2012**. The Contract Cancellation deadline for Summer Terms C and D is **Friday, May 25, 2012**. The Contract Cancellation deadline for Summer Term E is **Friday, June 8, 2012**. Cancellation requests must be submitted in writing to the Department of Housing and Residence Life, 11000 University Parkway, Pensacola, FL 32514, or by online submission to the following link: <http://uwf.edu/housing/cancellation/cancellationform.cfm>. **Cancellation deadlines listed apply regardless of the date on which this contract is received/accepted by the University of West Florida.** A Request for Cancellation received after these respective deadlines, (should the request be **approved**) are assessed a \$300 Cancellation Fee.