Cancellation Request

Student Information:

Name: ________________________________________________________________

USC ID#: ____ ____ ____ ____ ____ ____ ____ ____ __________

Phone #: ______________________________ E-mail: _______________________

Gender: ___ Male ___ Female

Status: ___ Returning Resident ___ New Student

Class Standing: ___ Freshman ___ Undergraduate ___ Graduate ___ Family Housing

Contract Status: (check one)

This cancellation is for: ___ Academic Year 2010/2011 ___ Summer 2010 ___ Spring 2011

___ I have NOT received or been notified of a pending USC housing assignment, and wish to cancel a previously submitted application.

___ I have received or been notified of a pending USC housing assignment, but will not be returning or electronically confirming a signed contract, and request cancellation of my contract.

___ I have previously signed or electronically confirmed a USC housing contract, but have withdrawn from the university and request cancellation of my contract. (Not applicable to Summer 2010)

___ I have previously signed or electronically confirmed a USC housing contract, but meet the qualification and deadlines for release from my contract and now request cancellation. (Not applicable to Summer 2010 or Spring 2011)

Cancellation Terms and Additional Information:

This cancellation form applies only to applications or contracts prior to the start, or move in, date of the term being considered. Request for release from a current contract must be done on the appropriate form available at the USC Housing central office.

Contract cancellations are granted to students who meet the qualification and deadlines specific to the term of the contract. Such qualifications are limited and vary according to the term of the contract.

In all cases the application processing fee is non-refundable.

Contract Confirmation Payments will only be refunded when cancellation requests are received and granted prior to the established deadlines for the term of the assignment being cancelled.

Please refer to the Living Agreement document presented at the time of contracting for terms and conditions related to cancellation of signed contracts and refunds of Contract Confirmation Payments.

Student Signature: _____________________________ Date: ____________________

My signature indicates that I have read and understand the above information.

When completed, this form should be delivered to: USC Housing
620 USC McCarthy Way
PSX 137
Los Angeles, CA 90089-1332