

# Contract Release by Replacement

## **Purpose**

Contract Release by Replacement is a service offered by USC Housing that allows residents to cancel their contract once a qualified replacement is found.

## **Guidelines**

Who **should** use this method:

- Residents who will remain enrolled at USC and attending classes during the term of their contract, but no longer wish to live in university housing.

Who **should not** use this method:

- Residents who wish to stay in university housing but want to change their assignment; these students should instead request *reassignment*.
- Residents who will not be enrolled at USC and attending classes during the term of their contract; these students should request *contract release for non-registration*.

## **Costs**

There are some financial costs to contract release by replacement:

- You will lose all or part of your Confirmation Payment;

## **Replacement Release Waiting List**

The Replacement Release Waiting List Request is available only at the Housing Services Office in Parking Structure "X". Once your form is submitted, your name will be placed on a list of residents requesting release from their contracts.

As space is needed for the assignment of new applicants, Housing will contact students on the Wait List as spaces are needed and confirm that they wished to be released. At that time:

- You may decline release and retain your space; however your name will be removed from the Wait List.
- You may accept release. You will need to come in to the Housing Services Office and determine contract end / move-out date and complete a Contract Release Form, authorizing you to check-out.

Since residents are released from the list based on when they submit their requests, it is a good idea to do so *early*. However, when they may be released will depend on the demand for housing.

Replacement releases tend to peak at the end of the summer before the beginning of the academic year, and again at the end of the fall semester as we receive applications from new students coming for the spring. Chances that USC Housing will find replacements for residents on the Wait List after the Move-In date for a given contract term are very small.

Students choosing to go on the Replacement Release Wait List need to be aware that doing so is not an automatic release from a contract, and if release is granted it may be only after several months. The best and most certain way for residents to be released is to provide their own replacement. (**See below**)

## **Finding Your Own Replacement**

You may bring in your own *qualified* replacement. The advantage of this is that you could be released when your replacement confirms a contract. A qualified replacement is a student who:

- is a USC student, registered for classes for the term covered by the housing contract;
- has not already applied for housing for the term in question;
- is in good financial and academic standing with the University (no registration holds);
- accepts an available university housing space appropriate to their gender and class-standing (your replacement does not have to take over your specific assignment).

To be released when you have your own replacement, we require that both you and your replacement come in to the Housing Services Office at the same time to complete the required paperwork. In order to facilitate the Move-in process, including the registration of on-campus residents in our resident verification security system, Housing cannot process contract releases by qualified replacement **until two weeks after the respective Check-in dates for the fall and spring semesters**. That is, depending on the exact Check-in date for the semester for which you wish to be released, you may not bring in your qualified replacement until sometime in early September for fall or sometime in late January for spring.

Your replacement will then need to complete a housing application and pay the application fee, select and confirm a housing assignment, and pay the confirmation fee. (Application and confirmation, as well as payments by credit card, can be done online from terminals in the Housing office.) Once your replacement has contracted for a space, you will be given the Contract Release form authorizing you to move-out of your university housing assignment.

If you are bringing in your own replacement for the *spring term* keep in mind:

- If you are not registered for classes in the spring, you may not bring in a spring admit as your replacement. You should instead cancel your spring assignment due to non-registration. Your space will then be offered to the next applicant awaiting a spring assignment by the contracting office.
- Your replacement will not be able to take over your space or confirm a contract until two weeks after the spring check-in date in January at the earliest. Your replacement will not be able to take over your assignment before or during the winter break.
- Your replacement will not have a housing assignment until the Housing Services Office officially contracts them and releases you. You must both be present in the Housing Services Office for this to be done.
- You run the risk of the replacement not being qualified, in which case you would not be released. Your replacement, on the other hand, runs the risk that you may change your mind and not release your space, in which case they would not have an assignment for spring.