

# CANCELLATION REQUEST

**Student Information:**

Name: \_\_\_\_\_

USC ID#: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Gender: \_\_\_ Male \_\_\_ Female \_\_\_ Other

Status: \_\_\_ Returning Resident \_\_\_ New Student

Class Standing: \_\_\_ Freshman \_\_\_ Undergraduate \_\_\_ Graduate \_\_\_ Family Housing

**Contract Status: (check one)**

This cancellation is for:

\_\_\_\_ Academic Year 2019/2020 \_\_\_\_\_ Spring 2020

\_\_\_\_ Graduate Academic Year 2019/2020 \_\_\_\_\_ Graduate Full Year 2019/2020

- \_\_\_\_\_ 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 assignment.
- \_\_\_\_\_ I have previously signed or electronically confirmed a USC housing contract, but have withdrawn from the university and request cancellation of my contract.
- \_\_\_\_\_ 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 of my contract. (Not applicable to Spring 2020)

**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.

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. ***In ALL cases the application processing fee is non-refundable.***

Cancellation of your contract will affect your priority status for housing in the future. If you reapply for USC housing, you will be placed in the last category to be offered housing and then only if spaces are available.

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 Services  
620 McCarthy Way  
PSX 137  
Los Angeles, CA 90089-1332