

*This form is for **NEW** students who wish to be reassigned individually or with a roommate*

**Reassignment Request Terms** *(Please read before completing your request)*

- Reassignments are completed based on availability and are in *no way guaranteed* or promised in any circumstance.
- Reassignment requests will only be considered for students that have signed or confirmed a contract with USC Housing and have paid all appropriate fees and deposits. Requestors must have a current housing contract to be eligible for reassignment.
- Failure to accurately submit all required information, including signatures, will result in 1) the date the request is considered submitted to be delayed or 2) the request being cancelled.
- All roommate requests *must* be mutual, with each student submitting a request asking for the same building and room type preferences and requesting the other as a roommate. If a roommate is listed, the request can only be completed if the roommate can be reassigned as well. (Note: listing a roommate can make a request more difficult to fulfill.) *Only* the roommate listed below will be considered; prior roommates requested and accepted will *not* be a part of the reassignment request.
- Profile preferences are *not* used during reassignment; only space availability, class-standing and gender are considered.
- Requestors will retain their current housing assignment until USC Housing is able to complete the requested reassignment. If this reassignment request is not fulfilled the requestor is expected to move into their current housing assignment and abide by all applicable dates for that assignment.
- If granted, this request constitutes authorization to change an existing assignment in USC Housing. The student(s) agrees to accept the new assignment as an alteration of their existing contract, forfeiting any claim to a previously assigned building or room type.
- The requesting student(s) will *not* be contacted prior to reassignment to confirm that they still want the new assignment; if the reassignment can be completed it will be and the students notified that the request has been granted.
- Residents may only have one uncompleted reassignment request open at a time; only the most recent will be considered.
- The student (and roommate if one is requested) will be notified by e-mail once the reassignment is made.
- Reassignment requests will remain active until a written request for cancellation is received in the Housing Services office, the request has been completed, or the reassignment period ends on July 13, 2018 when all unfulfilled requests will be cancelled.

Timestamp: \_\_\_\_\_

Received by: \_\_\_\_\_ CSC: \_\_\_\_\_

Reassigned to:

BLDG \_\_\_\_\_ Room Type \_\_\_\_\_

Room # \_\_\_\_\_

Reassigned by: \_\_\_\_\_

E-mail notification: \_\_\_\_\_

Unable to reassign: \_\_\_\_\_

**Student Information**

Male  Female

New Freshman  Transferring Undergrad  New Graduate ( 9mo  12mo)

Name (last, first): \_\_\_\_\_

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

Current 2018-19 Assignment  
Building/Room Type

Signature (Signature indicates that the student has read and accepts the Terms above)

**Preferences for Reassignment**

- We will try to reassign you (and your requested roommate) to one of the four preferences (*only*) listed to the right. List *only* the buildings and room types to which you are willing to be reassigned. You will be assigned to the first listed space that becomes available; in the event that more than one is available at the same time, your reassignment will be made in the order the preferences are listed.
- For graduate buildings, preferences listed include acceptance of the 9 or 12 month contract period associated with that building.
- Groups requesting reassignment to housing with more than one contract type (such as an IRC suite or 2B3P apartments) should clearly indicate which residents will be assigned to the single and double rooms.
- Specific room / apartment numbers or floors may *not* be requested.
- Roommate requests *must* be mutual and match exactly; if not, the residents cannot be reassigned. Each roommate is responsible for submitting their own form.

1) BLDG \_\_\_\_\_ Room Type \_\_\_\_\_

2) BLDG \_\_\_\_\_ Room Type \_\_\_\_\_

3) BLDG \_\_\_\_\_ Room Type \_\_\_\_\_

4) BLDG \_\_\_\_\_ Room Type \_\_\_\_\_

Assign me to this Special interest program: \_\_\_\_\_ if available at the time I am reassigned.

I am requesting a specific roommate:

Name (last, first): \_\_\_\_\_

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