Reassignment Request Terms

- 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.
- Each member of the roommate group must sign below and all must be present to show their IDs when this form is turned in. Only the roommate(s) listed below will be considered; prior roommates requested and accepted will not be a part of the reassignment request.
- Failure to accurately submit all required information, including signatures, will result in either 1) the date the request is considered submitted to be delayed; or 2) the request being cancelled.
- Residents may only have one uncompleted reassignment request open at a time; only the most recent will be considered.
- 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 request is not fulfilled the requestor is expected to move into their current housing assignment and abide by all applicable dates.
- If granted, this request constitutes authorization to change an existing assignment in USC Housing. The student/group 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/group 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 student/group notified the request has been granted.
- A notification e-mail will be sent to the student’s/group’s USC e-mail address(es) once they are reassigned.
- 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 19, 2019, when all unfulfilled requests will be cancelled.

Preferences for Reassignment

- We will try to reassign you or your group to one of the four preferences (only) listed to the right. List only the buildings and room types to which you/group is willing to be reassigned. You will be assigned to the first listed space that becomes available; if 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.
- Specific room / apartment numbers or floors may not be requested.
- Students to be assigned to the same bedroom should list their names together by the “Same Room” brackets.
- Groups requesting reassignment to housing with more than one bedroom type (such as 2B3P apartments composed of single and a double room or Century 2B4P apartments composed of a large and a small room) should clearly indicate which residents will be assigned to which bedroom under “Room Request”.

Student Information

<table>
<thead>
<tr>
<th>Name (last, first):</th>
<th>USC ID#:</th>
<th>2019-20 Assignment</th>
<th>Signature (For groups, all must sign. Signature indicates that the student has read and accepts the Terms above)</th>
<th>Room Request</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Building/Room Type for next year</td>
<td></td>
<td></td>
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</tbody>
</table>

Special interest program: ___ ___ ___ ___ if available at the time of reassignment

Reassigned by: ____________________________
E-mail notification: ______________________
Unable to reassign: ________________________

FOR OFFICE USE ONLY

Timestamp:
Grp #
Received by: __________  CSC: __________
Reassigned to:
BLDG ___ ___ ___  Room Type ____________
Room # _______
Reassigned by: ____________________________
E-mail notification: ______________________
Unable to reassign: ________________________