

# Reassignment Request Form - Returning Students

AC20

FOR OFFICE USE ONLY

This form is for **returning** residents who wish to be reassigned individually or as part of a roommate group

**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.
- 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.

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

Grp # \_\_\_\_\_

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

Reassigned to:

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

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

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

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

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

**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/your 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".

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

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

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

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

Special interest program: \_\_\_\_\_  
if available at the time of reassignment

**Student Information**

-- Individual -- Group      -- Male -- Female      -- Undergraduate -- Graduate ( \_\_ 9mo \_\_ 12mo)

Name (last, first):

USC ID#:

2019-20 Assignment  
Building/Room Type for next year

Signature (For groups, all must sign. Signature indicates that the student has read and accepts the Terms above)

Room Request

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Same Room  
Same Room  
Same Room