

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 2016/2017 ____ Summer 2016 ____ Spring 2017

_____ 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_____ I have previously signed or electronically confirmed a USC housing contract, but have withdrawn from the university and request cancellation of my contract. (Not applicable to Summer 2016)

_____ 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 Summer 2016 or Spring 2017)

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.

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

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.

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