

Spring 2019 Cancellations

You may request to be released from your USC housing contract for Spring 2019 under the following circumstances:

December 2018 Graduation

You can be released for Spring 2019 due to non-registration for classes.

- You will need to bring a Stars report as proof to the Housing Services Office by 5pm, Friday, November 2, 2018.
- Upon verification, you will be released from your contract as of the end of the Fall semester housing contract, either December 12 for residence halls and suites or December 31 for apartments.
- To be eligible for the Spring Confirmation credit, the Contract Release form must be submitted to the Housing office by the November 2 deadline.

Spring 2019 Semester Away

You can be released for participating in a university-approved program.

- Bring your completed Semester Away cancellation form, signed by your program advisor, to the Housing Services Office by 5pm on Friday, November 2, 2018 to cancel your contract for Spring.
- Upon verification, you will be released from your contract as of the end of the Fall semester housing contract, either December 12 for residence halls and suites or December 31 for apartments.
- To be eligible for the Spring Confirmation credit, the Contract Release form must be submitted to the Housing office by the November 2 deadline.

Housing Replacement Release Waitlist

If you will be registered for classes for spring, you may request to be placed on Replacement Release Waitlist.

- You will need to complete a release request at the Housing Services Office.
- If USC Housing needs your space for Spring assignments, we will contact you.
- Once contacted, you will need to come to the Housing Services Office to complete a Contract Authorization form. If this form is completed by 5pm on Friday, November 2, 2018 you will receive a refund of your spring confirmation payment.

Provide a Replacement

You can provide your own contract replacement, a student without a spring contract.

- Replacements are processed at the Housing Services Office.
- Per the Housing contract and Living agreement, replacements will not be processed until two weeks after the Spring check in date; the first date replacements can be taken is January 17, 2019.
- You will still be responsible for rent up until the time you are released and your replacement accepts a contract. In addition, you will lose the Spring confirmation fee.
- You can find additional information regarding Contract Release by Replacement on our website: <http://housing.usc.edu/index.php/publication/contract-release-by-replacement/>

The Housing Services Office is located in the McCarthy Way Parking Structure (PSX)

Please contact the Housing office if you have any questions at (213) 740-2546.