



Spring 2018 Housing Deadline Details

•Spring Semester Payment

Spring semester housing charges will post to your University banner account on Friday November 17, 2017. The deadline to pay spring semester charges (tuition, fees, housing, and or dining) is Wednesday, December 13, 2017. Classes will be purged after this date if there is a balance remaining.

•How to Move to another On-Campus Housing Building

All room change requests to move from one on-campus building to another at the end of fall semester need to be submitted by Monday, November 27, 2017 at 5 p.m.

Room Change Request Process:

1. Fill out a room change request form from your current area office with your Resident Assistant (RA) and put a note that the move is for spring semester. You will need to meet with your RA on the reason for moving and resolve any roommate conflicts. After the room change has been approved by your RA, you may then submit the form to your current Residence Director or Area Coordinator for approval before November 27, 2017 at 5 p.m.
2. The Residence Director or Area Coordinator of the area you want to move to will contact you with your new assignment and moving details. A \$25 room change fee will be assessed to your account when approved in addition to any rent differences.
3. Once the details of the move have been worked out with the new area, contact your current RA at least 24-hours in advance to arrange a check out from your current space. You will check out on the day that you move to your new building, depending on when the space is available. You will likely be moving out of your current space by 12 p.m. and into the new space on Saturday, December 16. All of your belongings need to be out of the room and all cleaning completed in order to check out properly. Failure to check out with a Residence Life staff member will result in an improper check-out fine of \$100 plus any cleaning charges.
4. Check in at the area office for your new room on the day of your move. You will need photo identification. Fill out the appropriate paperwork for your new space and submit within two days of checking in.

Move requests submitted after November 27 at 5 p.m., will not be reviewed for approval until January 22, 2018.

•Contract Termination Requirements

If you do not meet one of the contract termination requirements listed below, you are responsible to either 1) sell your contract or 2) buy it out (75% of the rent amount for the remainder of your contract).

Contract termination requirements prior to the end of the 2017-2018 academic year are as follows: Graduation, Marriage, Military Service, Medical Condition, University Required Internship (outside of Cache Valley) or complete withdrawal and non-registration at USU for the remainder of the academic year.

If you meet one of the requirements above, an Intent-to-Vacate Petition needs to be submitted online with the appropriate documentation by WEDNESDAY, NOVEMBER 1, 2017. You can access the form by clicking the gray login button on the housing homepage www.usu.edu/housing. Once you login through the USU authentication page, select the 2017-18 Single Intent to Vacate Petition button under "other items". The form will open in a new window and complete the information requested. Please make sure to click on the blue submit button at the bottom of the page.

If you submit an Intent-to-Vacate petition after December 1, 2017, a \$200 late termination fee will be charged.