

ADMINISTRATIVE DIVISION STAF Division of Student Affairs and Academic Support		POLICY NUMBER STAF 4.01
POLICY TITLE University Housing Fees		
SCOPE OF POLICY USC COLUMBIA		DATE OF REVISION November 11, 2023
RESPONSIBLE OFFICER Vice President for Student Affairs and Academic Support		ADMINISTRATIVE OFFICE University Housing

PURPOSE

USC Columbia offers single undergraduate housing on campus. (USC Columbia also may be referred to as the “university.”) The purpose of this policy is to educate the university community on the requirements for fee payment, cancellations and refunds related to living in campus housing.

DEFINITIONS

Housing Agreement/Contract: rules and regulations that allows an admitted or enrolled student to occupy a residence hall for an agreed-upon length of time given certain conditions and payments are met by established deadlines. A legally binding contract that recognizes and governs the rights and duties of the student and the University.

Housing Cancellation Form: written request for occupancy agreement to be terminated for cause

Resident: an enrolled student that is assigned to a University owned or operated residential facility.

Student: A person who is currently enrolled at the university, or who is accepted for admission or readmission to the university, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus, or who engaged in prohibited conduct at a time when the individual met the above criteria. Individuals who are not currently enrolled at the university remain subject to the disciplinary process for conduct that occurred while they were enrolled.

POLICY STATEMENT

University Housing, hereafter referred to as “Housing,” coordinates the process for incoming and current students to apply to live in campus housing and assigns the room space to each student who is eligible. The process is communicated in a variety of ways each year, including the eligibility dates, campus housing options and fee payment schedule being posted on the [Housing website](#). All students are required to pay a non-refundable application fee The university establishes the room charges for the academic year, which will be assessed on the student’s university account. Housing fees must be paid prior to established deadlines. Cancellation information and refund options are detailed in this policy. Residents must abide by all housing

regulations, including those outlined in the [STAF 6.26 Student Code of Conduct](#) and [STAF 4.03 University Housing Policies and Regulations](#).

PROCEDURES

A. In accordance with UNIV 3.04 University Housing reserves the right to modify and/or amend stated policies and procedures during a period of crisis, including but not limited to a communicable disease outbreak or weather related natural disaster.

B. Academic Year Housing (Fall and Spring Semesters)

1. The university establishes room charges for the academic year, which will be assessed on the student's university account and are payable on a semester basis by the date established by the [Bursar's Office](#). Failure to make full payment by the established deadlines will result in forfeiture of existing assigned space. Students continue to be responsible for spring semester fees until the housing agreement is canceled. In all events, no student will be allowed to occupy an assigned room unless all room charges are paid in the time and manner established by the university. Delinquent accounts are referred to credit bureaus and a collection agency. Students are responsible for the costs of collection including interest, penalties, collection agency fees, court costs and attorney fees.

2. [Campus housing rates and fees](#) are available on the Housing website.

C. Cancellations and Refunds

1. The university may cancel the Housing Agreement for the following reasons:

a. The student ceases to maintain a full-time enrollment status due to voluntary or required withdrawal or fails to register by the first day of classes.

b. The student fails to occupy an assigned space by the first day of classes.

c. The student violates any other term of the contract or ceases to be eligible for housing.

2. Residents who withdraw from the university may be eligible for a prorated refund of housing charges minus the cancellation charges. However, no refunds are issued during the last six weeks of a fall or spring semester. If a refund is applicable, it will be calculated from the date the student properly checks out from and vacates their residence hall and will be applied to the student's university account. If a student fails to properly check out from their residence hall or fails to meet with a University Housing representative or official to submit a Housing Cancellation Form, they will continue to be liable for their room charge. Students must vacate the residence hall within 48 hours of withdrawing from the university.

3. Once a student has checked into Housing and then are removed from Housing or the university for academic or disciplinary reasons that will terminating their agreement during times of crisis including but not limited to non-compliance Covid 19 addendum and the Terms and Conditions of the Housing Agreement/Contract.
4. They will not be eligible for a refund and remain liable for the current semester charge for housing.
5. Students who are not enrolled for the spring semester must properly check out by the established fall closing deadline. Otherwise, they will be charged prorated rent for the spring semester until all belongings are removed from space.
6. Students living in University Housing who choose to move out of campus housing yet remain enrolled as a student will continue to be liable for the current academic year charge for housing per the [Housing Agreement cancellations section](#).
7. Residents leaving for approved spring study-abroad programs must properly check out from and vacate their residence hall by the end of the prior fall housing period to avoid the spring cancellation fee.
8. Residents who graduate mid-year will have their spring housing assignment canceled automatically as long as they register for graduation by the date listed by the [Registrar](#), unless extraordinary circumstances or exceptions determined by the Housing Office. These residents will not be billed any cancellation charges provided they properly check out from and vacate their residence hall by the end of the fall housing period.
9. Failure to occupy an assigned space does not constitute cancellation of the Housing Agreement. Students who fail to check in or occupy their assigned space on an ongoing basis may forfeit their room assignment but will still be liable for the full financial obligation until such time that the Housing Cancellation Form has been submitted and approved and the student has properly checked out from and/or vacated the residence halls.
10. Any requests for waivers of cancellation fees and/or forfeited housing costs due to extraordinary circumstances must be submitted by the student in writing, with documentation, to the director of housing administration or designee. The waiver request must be received within 10 business days of when the student leaves the residence hall.
11. Failure to pay room charges as required may be cause for dismissal from Housing.

D. Summer Housing

With the exception of the items noted below, summer school housing policies and procedures mirror those outlined above for the academic year for university housing.

1. Eligibility: Students do not need to be enrolled in either May or summer session to be eligible to reside on campus during both summer sessions. However, students must be preregistered for the next fall term.
2. Temporary/interim housing is not provided between summer closing and fall opening. Housing has the right to alter or extend temporary housing based on time and circumstances.
3. Cancellations and Refunds: Specific cancellation dates for summer housing are available on the [University Housing website](#) after March 1 each year.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[STAF 4.03 University Housing Policies and Regulations](#)

[STAF 6.26 Student Code of Conduct](#)

[University Housing Rates and Fees](#)

[University Housing Cancellations and Refunds](#)

[UNIV 3.03 Quarantine and Isolation of Students, Faculty and Staff](#)

[UNIV 3.04 Communicable Disease Outbreak Mitigation Measures](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
June 1, 1992	New policy approval
April 19, 2016	Policy organization, content and accuracy was reviewed, and the policy procedures were revised to reflect current practices.
October 30, 2018	Policy was updated to be more clear and student-friendly and to reflect current practices. Revised to new policy format.
July 8, 2020	Policy updated to reflect new policy format and to provide clarity and consistency between policies. Revised to include communicable diseases outbreak and isolation and quarantine measures.
November 11, 2023	Policy updated to reflect current practices and updates to definitions.