

## **To Residents Requesting to Cancel their Greek Village Contract:**

- You must submit a cancellation request, found online at [www.usf.edu/housing](http://www.usf.edu/housing) through the Housing Portal.
- Contact your Housing Corporation to release you from your Greek Village housing obligation. They should send an email to the Greek Village Residence Life Coordinator with release details. Contact information for your Housing Corporation can be obtained from your Community Manager.
- If your cancellation request is approved by the Housing Corporation, you will then meet with the Greek Village Residence Life Coordinator to complete cancellation paperwork. Further instructions will be provided via email.

## **To Residents Requesting to Move into Greek Village from Another Residence Hall:**

- You must complete a Greek Village Housing Application, found online at [www.housing.usf.edu](http://www.housing.usf.edu) through the Housing Portal. If you are unable to locate the application, please contact Assignments at 813-974-0001. You do not need to pay the \$50 application fee or \$200 deposit. Make sure to go through the application and hit “Finish” at the end.
- After completing the application, exit and re-enter the Housing Portal to submit a “Greek Village Room Change Request” form, found in the “Forms” section. Once complete, this will automatically go to the Greek Village Residence Life Coordinator.
- Ensure that your Greek Community Manager has notified the Greek Village Residence Life Coordinator of your new room assignment in Greek Village.
- If approved, you will receive further instructions to complete your room change via email.

**To Residents Requesting to Swap Rooms Within Greek Village:**

- You must submit a “Greek Village Room Swap Form,” found online at [www.housing.usf.edu](http://www.housing.usf.edu) through the Housing Portal in the “Forms” section.
- Ensure that your Greek Community Manager has notified the Greek Village Residence Life Coordinator of your new room assignment in Greek Village.
- If approved, you will receive further instructions to complete your room swap via email. Note that no requests will be approved until the student you are swapping with has also completed the Room Swap Form.