1. Cancellation of Housing Contract
Whatever one’s rationale and/or reason, the deadline for current residential students to cancel an existing housing contract is Friday, December 11. Barring any outstanding balance on the student’s account, all eligible* cancellations received on or before December 11 will receive a full refund of their initial $150 housing deposit. Students cancelling to commute are not eligible to receive a refund of the housing deposit. Students who cancel their housing to commute will also need to submit a “Request for Release from Housing Contract” form, available online at www.upj.pitt.edu/housing (click the Forms and Publications link) or in the Office of Student Housing.

To cancel your housing assignment, please complete the online Housing Cancellation by:
1. Logging into my.pitt.edu
2. Navigate to My Resources > Housing E-Services
3. Click the Resident Student - Online Services link.
4. Click the Cancel Spring 2016 Housing link
5. Follow the on-screen instructions. You will receive an email confirmation that you have successfully complete the request.

* Cancelling your housing contract to commute from home or will result in forfeiture of the housing deposit and/or appropriate penalties. Please review the Housing and Dining Services Contract for more details.

2. Changing Housing Assignments
As students cancel and/or change their housing assignments for Spring Term, all vacancies will be posted on the “Spring Term Vacancies” display located in the hallway outside the Office of Student Housing in the Student Union. These vacancies can be viewed even when the Office is closed. Please note: Students may not move until the move has been pre-approved by the Office of Student Housing. All moves scheduled for the spring term must be completed before the student leaves for Winter Break on December 18.

To secure a vacancy and/or change rooms . . .

...between November 1 and December 4
  ▪ Get written consent from the remaining roommate(s) and bring it to the Office of Student Housing. Consent may also be emailed to upjohrl@pitt.edu.

...between December 5 and December 11
  ▪ Roommate consent is NOT necessary. Indicate to the Office of Student Housing which vacancy you choose from the “Spring Term Vacancies” display.

...during final exam week (December 14-18) no new moves will be approved.

NOTE: First-year students ARE NOT permitted to move to upperclassmen facilities.

3. Commuters Wishing to Live on Campus
Current commuters can easily move onto campus. Please complete the housing application process outlined at www.upj.pitt.edu/housing, click on the “Apply for Housing” link.

If you have any questions, feel free to stop by the Student Housing Office, call us at 814-269-7115, or email us at upjohrl@pitt.edu.