

**USFSP Department of Residential Life and Housing  
Wait List**

**Frequently Asked Questions**

**How will a student on the waitlist know if a Temporary or Permanent Assignment becomes available?**

When a vacancy becomes available, our Front Desk staff will contact the next person on the Wait List notifying this person a vacancy has opened within our University Housing.

**Can a waitlisted student still request a specific roommate?**

Our staff is unable to guarantee a specific space or with persons either already assigned or not yet assigned.

**How will students on the waitlist be notified once a temporary or permanent assignment becomes available?**

Our Assignments Staff is making all notifications via telephone. Please provide a current telephone number at which you can be reached. Our staff will try this number, leave a message. If there is no way for a message to be left, unfortunately, our staff will be forced to move to the next person on the Wait List.

**How long after receiving notification will the student have to accept the temporary or permanent assignment?**

The student will have until **4:30 pm. the business day following notification** by our RHO Front Desk staff to accept or deny this space. If the student does **not** respond in writing via the housing email address ([housing@spadmin.usf.edu](mailto:housing@spadmin.usf.edu)), the Housing Assignments Staff will consider no response a declining of the vacancy offered and move to the next person on the Wait List.

**How is the spot or number on the waitlist determined?**

The Wait List process is designed to be as fair as possible to the broadest group of students. Our Assignments Staff will assign from the Wait List based on a number of variables including priority date – the date the contract was received. Unfortunately because of the different variables that go into the waitlist, we are not able to tell anyone their number order in line on the Wait List.

**What if the student doesn't want the space offered when they are called?**

If the person does not wish to be assigned into the vacancy available at the time, the person forfeits their place on the Wait List. Our Assignments Staff will move to the next person on the Wait List and make the vacancy available to them. Any person who forfeits a vacancy will no longer be included on the Wait List. Their name will be removed from the Wait List to permit other students the opportunity for a space within our system. We are unable to permit a person's Contract to be "held" for a "potentially" more preferable space.

**What if a temporary or permanent space does not become available?**

Students who submitted a Contract but USFSP is not able to accommodate (assign into a temporary or a permanent space) will be contacted by our Assignments Staff at a later date.

**What are the options if a waitlisted student no longer wishes to live on campus?**

You may cancel your Fall/Spring 2009-2010 Housing Contract. To cancel your Housing Contract complete and submit the Request for Cancellation Form found on our website at: <http://www.stpt.usf.edu/housing/>. Please note that Contract cancellation details are being reviewed by our Facility Director and/or Director for Auxiliary Services on a first-received-first served basis. The process may **take up to six weeks for you to receive your notification letter and/or refund regarding cancellation approval details.**