



TRANSFER POLICY & PROCESS:

- ❖ Residents may request to transfer from one apartment to another within Family & Graduate Housing complexes. There is no fee charged for a transfer.
- ❖ A Resident may submit a transfer request at any time. Submission of a duplicate transfer request will cancel all previous transfer requests.
- ❖ Rent rates for all transfers will be at the published rates for that apartment type.
- ❖ To be eligible for a transfer, the Resident must have no overdue balance in their University account and must have enough credits to have a Sophomore classification.
- ❖ All transfers will be made on a "first come-first served" basis according to the date on the application and availability of apartments.
- ❖ Transfers will be made as space becomes available. There is no guarantee that Family & Graduate Housing will be able to make a transfer offer. **Do not** make renewal decisions based on transfer requests.
- ❖ Transfer assignments will be limited only to the type of apartment requested. If a Resident changes their preferences at a later date, that request will then be considered a new request, and will be put at the bottom of that apartment type transfer list.
- ❖ Transfer waiting lists are established for each type of apartment. Once a request is at the top of a waiting list and an apartment is identified, a transfer offer will be sent via email.
- ❖ The transfer offer must be responded to within 5 days. Failure to respond will result in the transfer offer being cancelled. An email will be sent informing the Resident of the cancellation, and the request will be removed from the transfer list. If an offer is made and the Resident chooses to decline the apartment, the Resident must submit a new request to transfer if they want a different apartment location or type.
- ❖ Transfers will be offered as space becomes available from September through June. No transfers will be offered during the months of July and August.