



The appeal process is designed for students who feel an exception needs to be made to their Housing and Residential Education contractual obligations. Each student is responsible for following all of the terms and conditions as outlined in the Housing and Residential Education housing contract he/she signed.

A student interested in applying for an appeal of a contractual issue needs to do so in writing by Wednesday at 5pm for the week for which h/she would like the appeal heard. The committee meets on Thursday morning and reviews all appeals submitted from the previous week. A requested appeal may take up to 21 days before a decision is rendered. All decisions will be sent certified mail to the student at the address provided on this form.

Your appeal needs to be as detailed as possible and include this form along with supporting documentation for the following questions:

- What charges are you appealing?
- What personal and/or every day life information has changed since you signed your Housing and Residential Education housing contract?—Please include documentation to support your claim.
- What extenuating circumstances led to the situation you are currently in?—Please include documentation to support your claim.
- Why should Housing and Residential Education make an exception to you based on the information you have provided?

Applicant Name: _____ Applicant Signature: _____

Applicant U#: _____ Date: _____

Mail Committee Decision to (please print clearly):

(For Office Use Only)

Cancellation Fee for Term _____
Cancellation Buy-out for Term _____

Decision: _____ Date: _____

Committee Notes and Rationale:

Additional Information Needed:

