

University Residences Appeals Petition

This petition must be filed within 30 days of the action under appeal.

The University Residences Appeals Board is designed to provide an avenue for students who have experienced contractual difficulties with the Office of University Residences. The Board is comprised of three students and two administrators, who meet once a week when school is in session.

If you have a question or problem concerning your agreement, a situation above and beyond your control, a desire to break your agreement, or a disputed damage/cleaning charge, you should first make a reasonable attempt to resolve the problem with the Office of University Residences. If the situation is not resolved to your satisfaction, you may submit an Appeals Petition to the Board. **If you decide to appeal, follow the instructions carefully. Many appeals are delayed or denied because they were written poorly or did not supply pertinent information.**

The Board considers each case in order of the date each appeal is received. You will be notified of the Board's decision in writing. If you are not satisfied with the decision, and have **new, pertinent** information that should be considered, you may request a personal appearance before the Board by contacting University Residences at 650-6565 within two (2) weeks of receiving your decision. After you have met with the Board, they will notify you of their decision. All decisions by the Board are final. **Please keep in mind that a bill is still in the housing system until an appeal is granted. Any outstanding charges on your account are your responsibility to pay even if your appeal is still pending.** *Please complete both pages of this form!*

Name _____

Date _____

Telephone Number _____

Student Number _____

Campus Address _____

Address and telephone number if not currently living on campus

Address	City	State	Zip	Telephone
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Type of Agreement:

Residence Hall/Academic

Apartment (Birnam Wood)/Academic

Meal Card/Off Campus Meal Card

Other _____

Date you left university residences _____

Date you officially checked out of university residences _____

Specific Request: What specifically are you requesting? For example, are you requesting to be released from your housing agreement and penalty, or do you have a disputed damage charge? Be sure to carefully read your housing agreement so you know the specific section you are appealing and **please list the billed amount.**

Describe your situation: Describe in detail, as clearly as possible, the situation you are appealing. Explain what extenuating circumstances exist in your case; things that were **above and beyond** your control. Give hard facts (specific names, dates, times, etc.). Provide as much supportive documentation as possible. For example,

1. Official documents.
2. Doctor's statements on their professional letterhead.
3. Check-in/check-out information.
4. Roommate or witness statements.

Return your completed appeals form to University Residences Assignments (Edens Hall 103).