

UNIVERSITY OF MARY WASHINGTON

OFFICE OF RESIDENCE LIFE AND HOUSING

DAMAGE APPEAL FORM FOR INDIVIDUAL AND COMMUNITY CHARGES

Appeals should be submitted in writing to the attention of the Damage Appeals Committee, Office of Residence Life and Housing within 30 days date of bill. A written final disposition will be forwarded to you within 14 days from the date of receipt of your appeal. During the academic year you are encouraged to address community damage charges within a week of posting to the building before fees are sent to the Office of Student Accounts where they are posted to your account for billing.

Please print all information legibly.

Your Legal Name _____ Student ID# _____

Building/Room/Extension _____ Campus Box # _____
(Assignment at time of actual charge)

If submitting an appeal after leaving campus, please provide the following:

Home address _____

E-mail address _____ Home phone # _____

Check one Individual Damage Community Damage

Date of Charge _____
(Note that the date of charge on bill is the posted date and not that of actual charge)

Location of Damage (example: building/room/lounge/stairwell – be as specific as possible)

Specific Description of Damage _____

Reason for appeal of this charge _____

Your Signature _____ Date _____

Your completed form should be submitted to the Damage Appeals Committee, Office of Residence Life and Housing via mail or fax.