

HOUSING CONTRACT APPEAL FORM

Contract Terms / Damage Billing Appeals



CONTRACT TERMS APPEAL: Appeal of a section of the contract terms and agreements, including, but not limited to cancellation penalties.

Please choose from the following:

CONTRACT TYPE: Returning Student First-Year Transfer Graduate/Family School of Continuing Studies

POLICY OR CONTRACT TERM BEING APPEALED, INCLUDING AMOUNT, IF APPLICABLE:

DAMAGE BILLING APPEAL: Appeal of community standards-based damage billing or a facilities damage charge, including, but not limited to, closing/end-of-year damages and vandalism charges.

AMOUNT OF CHARGE: _____ REASON FOR CHARGE: _____

SECTION II - STUDENT INFORMATION & STATEMENT OF UNDERSTANDING

STUDENT ID #: _____

STUDENTNAME: _____

CONTACT PHONE #: _____

@TULANE.EDU EMAIL ADDRESS: _____

CURRENT HOUSING ASSIGNMENT: _____

By submitting this contract appeal form, you acknowledge and understand the terms and conditions of the contract you are appealing. **Submission of this form does not indicate or ensure approval.** Once submitted, the appeal is reviewed by a contract appeals committee within 7 days of receiving the appeal form. A decision will be rendered within 14 days of receipt. The decision rendered is final and may not be appealed further.

SECTION III - DETAILS & NOTES

Please include any relevant details, notes or other information that is important for consideration by the appeal committee. This includes your basis for appeal and the factors or reasons you believe an appeal is justified. Please attach additional supporting documentation or details.

OFFICE USE ONLY
REVIEWED BY: _____ DATE: _____
DECISION RENDERED: _____
PROCESS COMPLETION: LTR: _____ StarRez: _____ STUDENT FILE: _____