HOUING 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 #: ___________________________________________

STUDENT NAME: _______________________________________

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: ___________________