



RESIDENTIAL DAMAGE AND FEE APPEAL FORM

Please complete each section of this form legibly. Prior to submitting this form be sure to read the Residence hall Damage and Residential Fee Appeal guidelines at (insert web link).

PLEASE PRINT IN INK

LAST NAME FIRST NAME MIDDLE NAME

UIN EMAIL ADDRESS HOME/CELL NUMBER

CAMPUS BUILDING NAME ROOM NUMBER

PERMANENT ADDRESS CITY STATE/ZIP

My appeal is based on the following (please check all that apply):

- Damage you believe to be the result of “normal” wear and tear
- Appears to be a duplicate charge
- I was not a student at this time
- Other – please list specific information below. Prior to listing, be sure to review the Residence Hall Damage and Residential Fee Appeal Guidelines for information on circumstances that are not considered grounds for an appeal.

Total amount of charge you are appealing: \$ _____

Please describe reason for appeal if not identified above.

I understand that by signing below I am accepting responsibility that this appeal form has been completed honestly and to the best of my knowledge. I also understand damages or residential fees will remain on my student account until an appeal decision as been reached. To avoid late charges being applied to my account, I understand I should pay the damage charges or residential fees and that if my appeal is granted, a credit will be applied to my student. I expect to be notified through email at my Old Dominion University email account with a decision regarding my appeal. I also understand that appeal decisions are final.

Signature

Date