THE OFFICE OF UNIVERSITY HOUSING

Appellate Board Request

Last Name: _____ First Name:_____

Student ID: _____ Drexel email:_____@drexel.edu

Contact Phone #: _____

Appellate Board Process

1. A student who has cancelled his or her Housing Agreements and incurred cancellations fees is eligible to appeal these cancellation fees. Students who would like to appeal for financial issues are not eligible for the Appellate Board, and should speak with a staff member of University Housing regarding their options.
2. Appealing student must submit this form along with an appeal letter than includes:
    a. The reason for appeal
    b. When the student became aware of the reason for appeal- if student was aware of it at time he or she applied for housing, please explain why there was a delay in cancelling housing
    c. Where the student will be living and how this will benefit the student
    d. What other options the student has pursued that would enable him or her to remain a residential student, if applicable
3. Additionally, the appealing student is encouraged to include any supporting documentation that helps substantiate his or her claim.
4. Upon receipt of this form, University Housing will schedule an Appellate Board review. The Board will be provided with the information submitted by the student as well as information regarding the housing assignment (including, but not limited to, previous communications between University Housing and the student).
5. The student will be notified via email within 3-4 weeks of submitting this form with the final decision regarding cancellation fees. In all cases, the $200 housing deposit will remain forfeited.

I, the undersigned, understand the terms and conditions regarding the Appellate Board process. I understand that any outstanding charges for the cancellation fees will remain on my student account during this appeal process and will be due in accordance with the billing schedule published by Student Financial Services. I understand that the decision made by the Appellate Board is final.

Signature:_____ Date:_____

----------FOR OFFICE USE ONLY----------

Housing Information:
Date Housing Agreement executed:_____
Date Housing Assignment cancelled:_____
Housing Cancellation Fees:
Fall_____ Winter_____ Spring_____ Summer_____

Processing Information:
Date Received by UH: _____
Date Sent to FA: _____
Date Returned: _____
Date Decision Sent: _____

Revised 8.16.10