DEPARTMENT OF HOUSING & RESIDENCE EDUCATION - UNIVERSITY OF FLORIDA

APPEALS PROCESS INSTRUCTIONS

The Appeals Process is designed to assist residents who have not been able to resolve a request through standard procedures or to assist residents who may have serious extenuating circumstances. Please read the General Instructions as well as the specific instructions related to the type of appeal you are filing.

If you have ANY questions about the appeals process ... please direct those questions to appeals@housing.ufl.edu

GENERAL INSTRUCTIONS

- **Appeals must be initiated by residents.** Parents or other involved persons may provide letters of support and written documentation but these items will not initiate an appeal.

- **Print/type** the information requested on the attached form. Indicate where you would like appeal results sent.

- **Appeal Narrative** - Provide sufficient details. Attach additional paper if necessary. Furnishing false information to the University with the intent to deceive is in violation of the Student Conduct Code and will result in disciplinary action and rejection of the appeal.

- **The Appeals Committee** meets weekly, usually on Thursdays. All documents relating to an appeal must be in the main housing office by 12noon the day before the appeals committee meets. You will receive a written reply from the committee no later than the following Monday after your appeal is received.

- **Rent Payment** – A pending appeal does not defer your rent payment. Please pay your rent by the due date to avoid late charges. If your appeal is approved, adjustments to your account will be made.

REDUCTION OF CANCELLATION CHARGES - Cancellation charge schedules are published in a variety of publications. Written documentation of circumstances beyond your control is required to grant a variance in the established charge schedule.

REMOVAL OF LATE CHARGES - Rent due dates for each semester/term are published in a variety of publications and adequate notice of rent due dates is given. Written documentation of circumstances beyond your control is required to remove a late charge.

DENIED ON CAMPUS HOUSING - There are a variety of situations and timelines where on-campus housing has been requested, but our department is not able to grant the request for housing. Often a decision to deny housing relates to a missed deadline. If you were denied housing, but feel there are extenuating circumstances as to why you should be provided housing, you can use this form to appeal that decision. **NOTE:** Being placed on a waiting list is not a denial of housing. If you have been placed on a waiting list, you cannot appeal to be removed from the waiting list to be given housing. If you are removed from a waiting list and are not given housing ... **THEN** you can appeal that decision. If you remove yourself from a waiting list, any appeal for housing will be denied.

REDUCTION OR REMOVAL OF AREA CHARGES – DO NOT use this form to appeal these charges. Instructions for appealing these types of charges are typically sent out with the charges themselves. If you have questions about the process for appealing area charges ... please contact your local area office between 8:30am and 4:00pm on weekdays when the university is not on a holiday schedule.

CONTRACT CANCELLATION – DO NOT use this form to appeal a denied request to cancel a housing contract. Instead, please review the information found on this page [http://www.housing.ufl.edu/current/releaseappeal.php](http://www.housing.ufl.edu/current/releaseappeal.php) and also utilize the “contract release application” found on that page.
Department of Housing & Residence Education - University of Florida

Appeals Form

Please print or type AFTER reading the instructions on reverse side.

Name: ___________________________ UF ID#: ________ - ________
Phone: ___________________________ Email: ___________________________
(We will be communicating via email, so please list an email address that you check regularly.)

Residence Hall Address: ___________________________
Academic Classification: _____ Age: _____

I am appealing for:

☐ Reduction of Cancellation Charge.

☐ Removal of Late Charge.

☐ Denied on-campus housing

Appeal Narrative: (Attach additional paper/provided additional documentation as needed.)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I verify that the information in this appeal is accurate and I have read and understand the petition instructions on the reverse side of this page:

________________________________________  ____________________________
Student Signature                        Date

STAFF PROCESSING
Housing Office: Date Received: ___________ Staff Name (Print): __________________________

***Confirmation that the Appeals Committee has received your appeal for review will be emailed to you***

Revised 1 February 2011 (2.5)