CAL POLY
Student Affairs
University Housing

Housing Damage Charge Appeal Form

To appeal a damage charge assessed to your student account, submit your appeal by completing and returning this form to University Housing.

All appeals must be received in writing through **mail** or **email** by **4:30 p.m., Friday, Aug. 3, 2018:**

Email: housingservices@calpoly.edu **OR**
Mail: Housing Services | Damage Charge Appeal Committee
University Housing | 1 Grand Avenue | San Luis Obispo, CA 93407-0139

Appeals will only be granted if:

- The damage charge was incorrectly applied
- New information or special circumstances should be considered

Appeals will not be granted if:

- You completed an express checkout
- You did not properly check out
- The charges are related to common living areas (only personal charges can be appealed.)

Please complete the following information:

Name (Last, First): _____ **Student ID No.:** _____

Building, room number, and apartment letter (if applicable) where you lived:

_____

Cal Poly email: _____ **Current phone no.:** _____

Type of check-out performed: *Express* ☐ *Standard* ☐ *None* ☐

Damage dollar amount(s) appealing: _____

Please write a statement that explains your reason for contesting the damage charge. Be clear and specific:

_____

_____

_____

_____

_____

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_____

_____

For Office Use Only:
Date Received:_____ *Date Reviewed:* _____
Decision (circle one): *Upheld/Removed* *Adjusted Charge(s):*_____ *Decision emailed:* _____
Student Accounts Notified:_____ *Comments:* _____