DAMAGE CHARGE APPEAL: GUIDELINES AND FORM

Charges for damages in residence halls are assessed to residents in accordance with the Residence Hall License Agreement and Residence Life’s Policies and Procedures for Hall Living. All residents agree to and sign the Residence Hall License Agreement at the time of application for assignment to residence halls.

Damage charges are addressed in the License Agreement *Damages and Losses* (paragraph 11, sec.a, b, c):

a. You are financially responsible for all damages to and losses of University property attributable to your act, omission, neglect or participation in any group activities.

b. You are responsible for removing your own personal trash and placing it in the designated outside receptacle. You will be charged a fee of $45 for each bag/box of trash found in a community area of the Residence that is identified as yours.

c. In the event that damage charges cannot be attributed to a specific resident or a group of residents, such as trash found or damages occurring in a community area of the Residence, the charges will be divided equally among all non-staff residents of a wing, floor or Residence. In addition, all damage charges will include an 18% administrative fee. If you witness a damage occurring, it is in your best interest to report this information to the appropriate Community Director or staff member.

See: License Agreement

All residents agree to and sign Residence Life’s *Policies and Procedures for Hall Living*. A copy is provided online on the conduct webpage. Damage charges are addressed in the *Policies and procedures for Hall Living* as follows: “When you vacate your room; any damages to the room or furniture may result in additional charges.”

See: Policies & Procedures for Hall Living

Wing/hall-wide damage charges are assessed only after Residence Life staff makes every effort to identify the person/people responsible for the damage. Residents are made aware of wing/hall-wide damage charges throughout the year to provide them with the opportunity to assist in identifying those responsible. Once the academic year ends and all residents have checked out, wing/hall-wide damage charges are final and are not appealable.

There is no “lost and found” once the residence halls officially close in May. Any student belongings left behind after official closing, are disposed of with the trash. The value of left/abandoned items is not a consideration.

If you wish to appeal a damage charge assessed to your account, you must submit your appeal in writing. Appeals will not be considered unless they are submitted in writing by the student charged. Parents and others are welcome to provide relevant supporting documentation, but the appeal must be written and submitted by the student in order to be considered. *Room or personal damage charges assessed for a particular academic year ending in May can only be appealed until July 31 of the same year. Appeals received by the department on or after August 1st will not be considered.*

To appeal a damage charge, complete the form on the next page and return it along with a detailed, written explanation of why you are contesting your damage charge(s) and the dollar amount you are appealing. Damage appeals are reviewed by a damage charge appeals committee and the results and decision of this review will be mailed to you. The decision by the committee is final. Appeals should be mailed or faxed to the following (emailed appeals are not accepted):

The University of Arizona Residence Life
Damage Charge Appeals Committee
El Portal, 2nd Floor
P.O. Box 210182
Tucson, AZ 85721-0182
DAMAGE CHARGES APPEAL FORM

(please print)

Name: ____________________________________________________________________________

(Last Name) __________ First Name __________ M) __________

Student 9-Digit ID# _______________________________________________________________

Hall and room number where you lived: ________________________________________________

Current address (where you are living now): ____________________________________________

(street address)

(city, state, zip code)

Phone: _________________________________ Email: ___________________________________

Roommate’s full name: _________________________________________________________________________

Important notes: Only personal damages are appealable—wing and hall-wide damages are not. There is no “lost and found;” once the halls officially close, anything left behind is disposed of with the trash. (The value of the items is not a consideration.) If you did not complete a proper check-out with your RA, (Improper check-out) you waive your right to appeal certain damages.

Please complete the following information:

1) What was the date you completed a proper check out from the hall through a staff member? __________

2) Who checked you out (name of the person)? _________________________________________________

3) Did you check out before or after your roommate(s)? __________________________________________

4) Were you present to sign the Room Condition Report (RCR)? _____No _____Yes

5) Did you keep your copy of the RCR? _____No _____Yes If yes, attach a copy.

6) Please attach a detailed explanation of why you are contesting your damage charges, and specify the item(s) and dollar amount you are appealing.

Return your letter, this completed form and any supporting documents to:

The University of Arizona Residence Life
Damage Charge Appeals Committee
El Portal, 2nd Floor
P.O. Box 210182
Tucson, AZ 85721-0182
Fax: (520) 621-8533
| Office use only: |
|-----------------|-----------------|
| **Date Received:** _______ | **Final Committee Decision:** _______ |
| **Committee Review Date:** _______ | **Committee Decision Date:** _______ |
| U:\Letters/DamageAppeal 09 (dhs-5-09) | **Comments:** |