



Your Current Contract

Your University Housing License Agreement (housing contract) for the academic year is legally binding for the entire term of the agreement (through the end of the spring semester in May). Once you move into campus housing for or during an academic year starting in August, you are responsible for associated rent charges through the end of the spring semester in May, whether or not you choose to continue living in your assigned campus housing accommodations.

If you are faced with an extreme, unforeseeable and uncontrollable problem that interferes with your ability to continue living in campus housing and for which Housing & Residential Life is not able to provide a reasonable solution/alternative within campus housing facilities AND you will still be enrolled in classes at the University during the academic year, you must submit a formal appeal for release from the License Agreement. A housing contract appeal is your **LAST RESORT** to solve a problem. You **MUST** seek assistance from Housing & Residential Life staff to resolve the problem, and you must try all other, less extreme options offered to you before submitting an appeal. These “other” options might include, among other things, transferring to a different campus housing room, room type, dorm or apartment.

Appeal Review Process

- The Housing Contract Appeals Committee, made up primarily of faculty and staff from outside Housing & Residential Life, reviews housing contract appeals. Possible outcomes of their review include: (a) approving the appeal, (b) denying the appeal, or (c) identifying on-campus housing options different from your current assignment that could satisfactorily and reasonably meet your needs.
- You must submit a formal appeal in writing. The Appeals Committee will review only your written appeal and accompanying documentation. You will not meet with the Committee. While comments from your parents/guardians and/or other relatives/friends may be included with your appeal, you (the student) must complete the appeal form and write your statement.
- The Committee will not make a decision on your appeal if the documentation you provide is incomplete or otherwise deemed inadequate to make a final decision. The Committee may request further documentation from you and/or may consult with other University offices or departments.
- Housing & Residential Life will notify you of the Committee’s decision via your University of Arizona email address. If your appeal is approved, you remain financially responsible for all charges until you properly check out of your campus housing room/apartment with a Resident Assistant or Community Director in your building.
- Housing & Residential Life and the Committee will keep all information provided in and with your appeal confidential and will not share that information with parents or guardians without your prior written approval.

Submitting an Appeal

Appeal submission and documentation requirements vary based on the reason for your appeal. You must complete and submit the *University Housing License Agreement Appeal Form* (next page) along with your written statement and supporting documentation in accordance with the information found in the appropriate document below (all available on our website):

- *Appeal for Release from the Housing License Agreement – Medical/Psychological Reasons*
- *Appeal for Release from the Housing License Agreement – Financial Reasons*
- *Appeal for Release from the Housing License Agreement – Other Reasons*

We strongly encourage you to submit your completed appeal well prior to the date on which you would like to move out of campus housing. Completed appeals received less than three weeks prior to the date you wish to move out may not be reviewed by that date. If you have already checked out of campus housing, your appeal will be accepted and reviewed only if it is received within 60 days of the day you checked out.



University Housing License Agreement Appeal Form

Your appeal for release from the University Housing License Agreement must include this completed form, your typed statement and supporting documentation, in accordance with the instructions applicable to the reason for your appeal. While comments from family or friends may be included **with** your appeal, the student named below must complete this form and write the accompanying statement.

Please print legibly

UA Student ID #: _____ Name: _____
(Last) (First) (M.I.)

UA email address: _____

UA Housing (on campus) Address: _____
(Hall/Community Name) (Room/Apt. #)

Permanent Address: _____
(Street Address) (City, State, Zip Code)

Telephone Number: Home: _____ Cell/Mobile: _____

Please check the primary reason for your appeal and attach your statement and appropriate documentation (see referenced documents for statement and documentation requirements).

- Medical/Psychological – See *Appeal for Release from the Housing License Agreement – Medical/Psychological Reasons*.
- Financial – See *Appeal for Release from the Housing License Agreement – Financial Reasons*.
- Other – See *Appeal for Release from the Housing License Agreement – Other Reasons*.

By signing below, I attest that the information provided on and in conjunction with this appeal is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

If your appeal is based on **Medical/Psychological or Financial reasons**, you must deliver this form and all required documentation to Housing & Residential Life’s Housing Assignment Services Office on the 2nd floor of El Portal (northwest corner of 6th St. and Highland Ave.). The mailing address is P.O. Box 210182, Tucson, AZ 85721-0182. The fax number is (520) 621-8533.

If your appeal is based on **other reasons**, you must deliver this form and all required documentation to the Community Director or Residential District Assistant Director with whom you have discussed the reasons for this appeal. If you deliver this appeal directly to Housing & Residential Life, it will be forwarded to your Community Director for comment before it will be reviewed.

Office Use Only		
Date received by CD/AD (if applicable): _____	Date received in HAS: _____	Registered units: _____
Check-out date (if already checked out): _____	Comments: _____	
