



HOUSING CHARGE PETITION FORM

Used to request waivers of college policy

Instructions: Print with a blue or black ink pen only. All copies must be legible. **Be specific and include all relevant information to support your request.** Attach additional sheets as needed. Please **sign and return to** the Office of Student Housing or mail the completed petition to the address above.

NAME _____

STUDENT ID: M _____

ADDRESS _____

ROOM # _____

CITY _____ STATE _____ ZIP _____

PROGRAM: REG. CIV.

PHONE NUMBER _____

JUSTIFICATION FOR DISPUTING CHARGES:

SPECIFIC ACTION REQUESTED:

Documentation Attached

STUDENT SIGNATURE _____ DATE _____

Office Use Only

Room Damages

Approved

Disapproved

Amount Refunded _____

Key Re-core

Reason: _____

Furniture Damages

Room Cleaning

Improper Checkout

Other

Total damages were divided

By roommates/ suitemates _____ DATE _____

Housing contract was signed by student ~ Date _____

Director _____

OFFICE USE ONLY - ADDITIONAL INFO, OTHER THAN ABOVE, AFTER APPEAL DECISION

STAFF SIGNATURE _____ DATE _____
