



Residence Contract Notice of Appeal

The Notice of Appeal, letter of explanation and supporting documentation should be submitted to the Fees and Contracts Committee, C/O Manager, Residence Assignments within ten business days of completing the Waterloo Residences Withdrawal/Cancelation form. **Students academically withdrawing starting Fall 2019 do not need to appeal. Financial relief will be processed once the student’s status changes on Quest.**

Student Name	_____
Waterloo ID Number	_____
Faculty	_____
Program	_____
Email Address	_____
Term(s) Cancelled	_____

Note: it is the student’s responsibility to immediately report any change to the above information.

Check the following that apply:

- The appeal is based on academic grounds
- The appeal is based on compassionate grounds

List all supporting documents attached to this appeal form below. These documents must be submitted with your appeal and should confirm details in your personal letter.

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Your appeal must contain the following documents to be considered complete:

- Residence Contract Notice of Appeal (this form)
- Personal letter explaining why you are appealing to have your residence fees refunded
- Supporting documents

By signing this document, I understand that by submitting an appeal, my request has not been granted and an outcome will be determined after committee review. I also acknowledge that if my appeal is approved, a \$500 administrative fee will be assessed to my student account.

Signature _____

Date _____

