



NOTICE OF APPEAL – CAMPUS HOUSING

The completed form with any supporting documentation is to be submitted to the Manager, Residence Life or his/her designate within **10 working days** of being notified of a discipline or eviction decision.

Written responses to the following items must be provided below or on separate sheets.

Student Name: _____

ID Number: _____

Faculty: _____

Program: _____

Current Address (local): _____

Postal Code: _____

Email Address: _____

Telephone Number: _____

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

Name and title of the individual whose decision is being appealed.

[Attach copy of the decision]

Check any of the following that apply.

- _____ The appeal is against a finding that my conduct amounted to misconduct.
- _____ The appeal is for relief of the penalty imposed.
- _____ There was a fundamental procedural error seriously prejudicial of me.
- _____ There was clear evidence of bias in a hearing or decision.
- _____ The severity of the penalty imposed exceeds the nature of the offence for reasons identified below

Details of the Appeal

Set out reasons for appealing the decision, including an explanation of the circumstance(s) claimed above as a grounds for the appeal. This may be included as supporting documentation.



Relief Requested

Set out the result you are seeking.

Documentation

_____ I have attached a copy of the decision being appealed.

_____ I have attached a copy of all relevant supporting documentation.

List any additional documents being attached:

I confirm that:

- 1. I may be contacted at the address, telephone number, and email address given above.**
- 2. I will immediate report any change to my contact information.**
- 3. I have a copy of the Campus Housing Appeal Procedures and am aware of provisions.**

Student's Signature: _____

Date: _____

