



## Residence Contract Notice of Appeal Form

The Residence Contract Noticed of Appeals Form notifies the Residence Fees & Contract Appeals Committee of your reason for appealing and allows you to submit a personal statement of explanation if required.

Students academically revoked/withdrawing or graduating from the University do not need to appeal. Financial relief will be processed once the student status is updated on Quest.

**Student Number** \_\_\_\_\_  
**Last Name** \_\_\_\_\_  
**First Name** \_\_\_\_\_  
**Email Address** \_\_\_\_\_  
**Term(s) Canceling** \_\_\_\_\_

**Please check the reason for your appeal:**

- This appeal is based on **exceptional circumstances.**
- This appeal is based on **medical grounds.**

For Exceptional Circumstances, your appeal must contain the following to be considered complete:

- Residence Contract Notice of Appeal Form which includes the letter of explanation on the second page.
- Supporting documents
- Sent as a .pdf package to [housing@uwaterloo.ca](mailto:housing@uwaterloo.ca) or submitted in person to our Office.

For Medical Grounds, your appeal must contain the following to be considered complete:

- Residence Contract Notice of Appeal Form (this form without a letter of explanation) either sent as a .pdf to [housing@uwaterloo.ca](mailto:housing@uwaterloo.ca) or submitted in person to our Office.
- Accessible Housing Support Recommendation which is sent to us from Accessible Housing, and we add it to your appeal.

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 if my appeal is approved, a \$500 administrative fee will be assessed to my student account.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## Letter of Explanation

The Letter of Explanation for **exceptional circumstance** appeals must outline the reason why Campus Housing should refund residence fees. You should be specific and provide supporting documentation as part of the appeals package where possible.

Things to consider within the Letter of Explanation are:

- Timeline of what happened after you accepted your housing contract to when you canceled your housing.
- The steps or actions you have taken so far to address your circumstances to remain in residence.
- How have these circumstances impacted your academics and what is your academic plan moving forward?