

**Residence Contract Notice of Appeal**

The Residence Contract Notice of Appeal form, personal letter of explanation and any supporting documentation should be submitted to the Residence Fees and Contract Appeals Committee, C/O Manager, Housing Occupancy and Operations within ten business days of completing the Campus Housing Withdrawal/Cancellation form. **Students academically withdrawing do not need to appeal. Financial relief will be processed once student status updates on Quest.**

Residences

**List all supporting documents attached to this appeal form below:**

For Exceptional Circumstances, your appeal must contain the following 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

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

* Residence Contract Notice of Appeal(this form)
* Housing Disability Verification Form – Contract Appeals (submitted online)

3.   
   
4.

1.  
   
2.

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.

* The appeal is based on exceptional circumstances
* The appeal is based on medical grounds

**Check one of the following that apply:**

8-digit Waterloo ID Number

Faculty

Term(s) Cancelling

Email Address

Program

Student Name

Signature:

Date:

The Personal Letter of Explanation is to be completed for Exceptional Circumstances appeals only and 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. Exceptional circumstances are defined as circumstances that are unforeseen or unavoidable and align with the term(s) in question. If submitting an appeal for Medical Grounds this form may be left blank:

**Personal Letter of Explanation**