

Financial Appeal Application



**the evergreen
state college**

Residential & Dining Services

Olympia, WA 98505

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The Appeal Process

Students can appeal financial decisions if they feel that they have been charged in error. The Director of Residential and Dining Services (RAD) will consider appeals for Contract Breaks, Contract Releases, and Evictions. The Housing Appeals Panel (HAP) will meet to make determinations about all other appeals. The Housing Appeals Panel is composed of trained student arbitrators and a nonvoting panel advisor.

Following the appeal students will be notified by email of the decision. The Director of Residential and Dining Services or the Housing Appeals Panel may uphold, modify, or reverse a bill. If the appeal is denied, the original decision is upheld. If the appeal is granted, the billing charges will be reversed. If an appeal is modified, new charges will be set and the student account will be adjusted accordingly. Decisions made by the HAP and the Director are final. If a student has new and relevant information previously unavailable to the HAP or the Director of RAD, after a decision has been already made, the student may request a second appeal to the HAP based solely on the new information.

IMPORTANT DEADLINES:

All financial appeals must be submitted to the Residential and Dining Services Office. Fall and Winter quarter's financial appeals must be received by 4:30pm on the Friday of the 4th week of the following quarter, Spring and Summer quarter's financial appeals must be received by 4:30pm on the Friday of the 2nd week of the following Fall quarter to be considered.

Student Name _____ A number _____

Phone Number _____ Preferred Email _____

What charge(s) are you appealing? (check all that apply)

☐ Contract Break/Contract Release

☐ Eviction

☐ Damage or cleaning bill

☐ Late check-out/improper check-out

☐ Lost key

☐ Lock change

☐ Impound

☐ Other _____

FOR APPEALS FOR SPRING QUARTER: The HAP does not meet over the summer and will not convene until early November. A student may choose to have the Director of RAD review the appeal which can be done prior to the beginning of fall quarter.

☐ I want my appeal to be reviewed over the summer.

☐ I want the HAP to review my case in the fall.

Please provide a typed written essay that provides information about the situation and the billing that should be considered in this appeal process. Specific information about why you should not be responsible for this bill or why your case should be considered is essential (**please attach your essay and any relevant documentation to this form.**)