

DAMAGE CHARGE APPEAL: GUIDELINES AND FORM

Charges for damages in residence halls are assessed to residents in accordance with the Residence Hall License Agreement and Residence Life's Community Standards. All residents agree to and sign the Residence Hall License Agreement at the time of application for assignment to residence halls.

Damage charges are addressed in the License Agreement **Damages and Losses** (paragraph 14, sec.a, b, c):

- a. You are financially responsible for all damages to and losses of University property attributable to your act, omission, neglect or participation in any group activities.
- b. You are responsible for removing your own personal trash and placing it in the designated outside receptacle. You will be charged a fee of \$25 for each bag/box of trash found in a community area of the Residence that is identified as yours.
- c. **In the event that damage charges cannot be attributed to a specific resident or a group of residents, such as trash found or damages occurring in a community area of the Residence, the charges will be divided equally among all non-staff residents of a wing, floor or Residence.** In addition, all damage charges will include an 18% administrative fee. If you witness a damage occurring, it is in your best interest to report this information to the appropriate Hall Director or staff member.

See: http://www.life.arizona.edu/undergraduate/forms/2008_2009_forms/la_08_09.pdf

All residents agree to and sign *Residence Life's Community Standards* which are contained in the *Community Living Guide* provided to all residents upon checking into their residence hall. Damage charges are addressed in the *Community Standards* as follows: "You will be held financially responsible for any damages to or loss of property due to your individual behavior or participation in any group activities."

See: http://www.life.arizona.edu/undergraduate/forms/documents/UndergradComm_08.pdf

Wing/hall-wide damage charges are assessed only after Residence Life staff makes every effort to identify the person/people responsible for the damage. Residents are made aware of wing/hall-wide damage charges throughout the year to provide them with the opportunity to assist in identifying those responsible. Once the academic year ends and all residents have checked out, wing/hall-wide damage charges are final and are **not** appealable.

There is no **"lost and found"** once the residence halls officially close in May. Any student belongings left behind after official closing **are disposed of** with the trash. The value of left/abandoned items is not a consideration.

If you wish to appeal a damage charge assessed to your account, you must submit your appeal in writing. Appeals will not be considered unless they are submitted in writing by the student charged. Parents and others are welcome to provide relevant supporting documentation, but the appeal must be written and submitted by the student in order to be considered. **Room or personal damage charges assessed for a particular academic year ending in May can only be appealed until July 31 of the same year. Appeals received by the department on or after August 1 of that year will not be considered.**

To appeal a damage charge, complete the form on the next page and return it along with a detailed, written explanation of why you are contesting your damage charge(s) and the dollar amount you are appealing. Damage appeals are reviewed by a damage charge appeals committee and the results and decision of this review will be mailed to you. The decision by the committee is **final**. Appeals should be mailed or faxed to the following (emailed appeals are not accepted):

The University of Arizona Residence Life
Damage Charge Appeals Committee
El Portal, 2nd Floor
P.O. Box 210182
Tucson, AZ 85721-0182
Fax: (520) 621-8533



Residence Life

DAMAGE CHARGES APPEAL FORM

(please print)

Name: _____
(Last First M)

Student 9-Digit ID# _____

Hall and room number where you lived: _____

Current address (where you are living now): _____
(street address)

(city, state, zipcode)

Phone: _____ Email: _____

Roommate's full name: _____

Important notes: Only personal damages are appealable—wing and hall-wide damages are **not**. There is **no "lost and found;"** once the halls officially close, *anything* left behind is disposed of with the trash. (The value of the items is not a consideration.) If you did not complete a proper check-out with your RA, (Improper check-out) you waive your right to appeal certain damages. You will also be charged a \$100 fee, which is not appealable.

Please complete the following information:

- 1) What was the date you completed a proper check out from the hall through a staff member? _____
- 2) Who checked you out (name of the person)? _____
- 3) Did you check out before or after your roommate(s)? _____
- 4) Were you present to sign the Room Condition Report (RCR)? ___No ___Yes
- 5) Did you keep your copy of the RCR? ___No ___Yes If yes, attach a copy.
- 6) Please attach a detailed explanation of why you are contesting your damage charges, and specify the item(s) and dollar amount you are appealing.

Return your letter, this completed form and any supporting documents to:

**The University of Arizona Residence Life
Damage Charge Appeals Committee
El Portal, 2nd Floor
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Tucson, AZ 85721-0182
Fax: (520) 621-8533**

Office use only:

Date Received: _____	Final Committee Decision: _____
Committee Review Date: _____	Committee Decision Date: _____
U:/Letters/DamageAppeal 09 (dhs-5-09)	Comments: _____