



# Housing Charges Appeal Form

101 Turner Hall (406) 243-2611 www.umt.edu/housing housing@mso.umt.edu

Students assessed a housing charge by the UM Housing Office may appeal the charge if there is sufficient reasoning to credit the charge. Appeals must be submitted within thirty (30) days of the date the charge was assessed to the resident's account.

## Your Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Student ID#: \_\_\_\_\_ Room/Apartment: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## Charge Information:

Charge Description: \_\_\_\_\_  
Charge Amount: \_\_\_\_\_ Charge Date: \_\_\_\_\_

## Appeal Instructions:

- The resident must complete all requirements of the housing charges appeal. Parents, guardians, spouses, and dependents can not complete the housing charges appeal for the resident.
- The resident must submit a completed Housing Charges Appeal Form with a letter including the following:
  - 1) The charge amount the resident is appealing.
  - 2) The reason(s) the resident is appealing the charge.
- The resident should provide any additional documentation that may support the appeal.
- Once completed, the Housing Charges Appeal Form, letter, and additional documentation must be submitted to the UM Housing Office for review:

**By Mail or In Person:**  
UM Housing Office  
101 Turner Hall  
Missoula, MT 59812

**By Fax:**  
(406) 243-2344  
**By Email:**  
housing@mso.umt.edu

- Submitted requests will be reviewed and the resident will be notified of the decision.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_  
Decision/Reason: \_\_\_\_\_  
Notified Date: \_\_\_\_\_  
Amount Credited: \_\_\_\_\_ Credit Date: \_\_\_\_\_