The resident must complete all requirements of the housing charges appeal. Parents, guardians, spouses, and dependents cannot 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:

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: __________________________