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: _______________