

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: _____