



## Damage and Cleaning Charge Appeal Form

The University has implemented procedures that provide a limited opportunity for students to appeal decisions made regarding the damage and cleaning charges assessed while living in on-campus housing or Gonzaga owned properties. Appeals are not a re-assessment, but rather a review to make sure the assessment was accurate. General dissatisfaction with the charges, a disagreement with our billing practice, or an appeal for mercy are not appropriate reasons for an appeal. Appeals can only be made in writing, please do not call or go to an RD office to appeal.

Damage and cleaning charges may be appealed one time only to your RD or the person assigned to those damages if your RD no longer works at Gonzaga. You must submit payment to GU for the charge when due. An appeal will not defer payment. If an appeal is granted, the charge on our Student Account will be reversed.

**FOR THE 2017-18 ACADEMIC YEAR, APPEALS MUST BE RECEIVED BY OCTOBER 1, 2018**

Reasons for appeal:

1. Proof that the damage was preexisting.
2. Proof that the damage did not occur.
3. Proof that another roommate is taking responsibility for the damage or cleaning.

Students wishing to appeal a charge should complete the following form and email the required information to the appeal agent. Unless otherwise indicated to you, the appropriate appeal agent is listed below.

<b>RD/AC</b>	<b>Buildings in Area</b>
Drew Satter ( <a href="mailto:satter@gonzaga.edu">satter@gonzaga.edu</a> )	Coughlin
Michael Zangl ( <a href="mailto:zangl@gonzaga.edu">zangl@gonzaga.edu</a> )	Alliance, Desmet, Lincoln, Marian, Roncalli, Welch
Jared Payton ( <a href="mailto:payton2@gonzaga.edu">payton2@gonzaga.edu</a> )	Kennedy, Burch
Christina Thomas ( <a href="mailto:thomasc1@gonzaga.edu">thomasc1@gonzaga.edu</a> )	Catherine Monica, Madonna, Twohy
Sam Bass ( <a href="mailto:sbass@gonzaga.edu">sbass@gonzaga.edu</a> )	Cushing, Dooley, Dussault, Sharp Apts., Crimont
Jared Payton ( <a href="mailto:payton2@gonzaga.edu">payton2@gonzaga.edu</a> )	Corkery, Chardin, Dillon, Goller, GU Rentals

### STUDENT INFORMATION

Student Name:

Building and Room Number of Disputed Charge:

Student Email Address:

Student Cell Phone Number:

### APPEAL INFORMATION

Appeal Circumstance (proof that the damage was preexisting, proof that the damage did not occur, proof that another roommate is taking responsibility for the damage or cleaning)

Appeal Description (attach typed documentation and photos as needed to support your appeal):

#### Appeal Officer Use

Request for appeal is hereby:

Accepted:

Rejected: