

Damage Assessment

APPEAL FORM

- The Appeal Process has been established for those residents who wish to contest the damage charges they were assessed.
- Residents wishing to file an appeal may complete and return this Appeal Form to their Resident Assistant before they leave campus.
- Appeal Form may also be mailed or emailed to the Office of Residence Life.

Appeal Form must be **postmarked or emailed** no later than

Tuesday Jan. 2, 2007

in order to be considered by the Damage Appeals Committee.

Please neatly PRINT the following information:

Name:	Student ID:
Home Address:	City, State, ZIP
Cell Phone #:	E-Mail:
Residence Hall & Room under Discussion:	

In the space below, please specify the damages you wish to contest and the reason for your appeal. Add extra pages if necessary.

Reminder: Community Damages are not eligible
For the Damage Appeals Process

Signature of Resident

Date:

Please return this form to:	Office of Residence Life Attention: Damage Appeals Committee St. Mary's University, Box 77 San Antonio, TX 78228-8577
Or email your appeal to:	kalcorta@stmarytx.edu

Date Rec'd:

Date Postmarked: