

**FAU Housing and Residential Education
Housing Contract Appeals Form**

Please print neatly AFTER reading the instructions.

Name: _____ FAU ID#: _____

Phone: _____ Email: _____
(We will communicate via your FAU student email)

Academic Classification: _____ Age: _____

Residence Hall & Assignment: _____

Semester Appealing: _____

Appeals must be initiated by the FAU Resident and be submitted through the student's FAU Email.

Parents or other involved persons may provide letters of support, but the student must initiate the appeal process.

A pending appeal does not defer your housing payment. Please pay your housing by the due date to avoid late charges. If your appeal is approved, adjustments to your account will be made.

Indicate reason for appeal:

☐ Medical ☐ Financial ☐ Other

Appeal Narrative: Submit a typed personal narrative explaining circumstances that have **changed** since the point where the student submitted a housing contract and why the student cannot fulfil the obligations to the housing contract. Supporting documentation should be included. Handwritten narratives will not be accepted.

Medical Appeals & Related Documentation:

All information below is required and must come from your medical provider. The medical provider should not simply tell the committee that the student cannot or should not live on-campus. Information is needed explaining why the student cannot live on campus and should include:

- a. date of onset of the condition
- b. diagnosis of condition
- c. prognosis
- d. course of treatment
- e. why the condition prevents the student from completing their housing agreement
- f. discussion of why there are no other alternatives other than cancellation of the housing that will address the condition

Financial Appeals & Related Documentation:

Students must provide any type of financial record that shows the change in financial status that causes the student to be unable to fulfill the contractual obligation. To prove that a decrease in income/revenue has taken place, it is necessary to show documentation of the state of finances prior to the change in circumstances. Documents such as pay stubs, notices from employers, termination notices, etc., can generally verify the financial state of a student and/or parents prior to any change that may have occurred. It is important to be able to verify the date that the financial change occurred, the cause of the problem, and any actions taken to attempt to alleviate the financial strain. Are there any benefits, loans, or grants that may be obtained? Documentation of the financial state after the change occurred is necessary, Layoff notices, unemployment compensation reports, insurance reports, unanticipated bills not covered by insurance, bankruptcy petitions, divorce decrees, wills and pay stubs are all documents which may be useful depending on the individual circumstances.

Student: Initial that you have read the above information and are aware of your responsibilities as it relates to the Contract Release process_____

***Family Resources:** I am officially recognized as an independent student based on the criteria used by the Student Financial Aid Office. YES ____ NO ____

If NO, you must complete this section completely.

Parent(s)/Guardian(s):

Mother
Income: _____

Father
Income: _____

Mother
Nature/Source of Other Income: _____

Father
Nature/Source of Other Income: _____

***(The federal government requires that step-parent income/assets be considered family resources. Include step-parent resources under "Nature/Source of Other Income.")**

Total Family Income From All Resources: _____

Home: Own Y/N_____ Monthly Payment_____ Monthly Payment/Rent:_____

Number of Family Members Dependent on Head of Household: _____

I verify that the information in this appeal is complete and accurate and I have read and understand the appeal instructions. Furnishing false information to the University with intent to deceive is in violation of the Student Conduct Code and is subject to disciplinary action as well as rejection of the housing appeal.

Signature of Student

Date