

DENISON UNIVERSITY
Office of Housing & Residential Life

Billing Appeal Form
Due: June 30, 2008

If you have been charged for missing items or damage on your enclosed year-end Room Condition Inventory form (RCI), and wish to appeal the charges, please fill out the following form to the best of your ability. Please note that Campus & Residential Life plans to process all appeal decisions by July 31, 2008. All Billing Appeal Forms must be postmarked by June 30, 2008. Email attachment submissions are acceptable (email: costb@denison.edu). To download a billing appeals form, visit CRL website: <http://www.denison.edu/offices/residentiallife>.

Office of Campus and Residential Life
Attn: Billing Appeals
Denison University
Mailbox 810
Granville, Ohio 43023

Name: _____

Denison ID Number: _____

Building & Room Number: _____

Roommates: Yes No If yes, Name(s): _____

Amount Appealing: _____

1. What damage charge are you appealing?

2. What are your reasons for appealing this charge?

3. Other comments:

For Office Use only

| Date Received | Appealed Denied | Partial Refund | Full Refund | New Balance |
|---------------|-----------------|----------------|-------------|-------------|
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