

**DENISON UNIVERSITY**  
**Office of Housing & Residential Life**

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**Billing Appeal Form**  
Due: June 29, 2009

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 on a rolling basis through August 7th, 2009. All Billing Appeal Forms must be postmarked by June 29, 2009. Email attachment submissions are acceptable (email: [costb@denison.edu](mailto:costb@denison.edu)).

Facilities Services provides Residential Life with an item cost sheet and recommendations for billing related to custodial service hours. We refer to these costs when determining the final bill. Roommates are billed equally for damage unless an individual takes responsibility for a damage charge. Our office bills for damage above and beyond normal wear and tear.

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

Name: \_\_\_\_\_

Denison ID Number: \_\_\_\_\_

08-09 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