

DENISON UNIVERSITY
Office of Housing & Residential Life

Billing Appeal Form
Due: June 24, 2011

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 the July billing cycle. All Billing Appeal Forms must be postmarked or email dated by June 24, 2011 (we prefer that appeals be sent via mail). Email attachment submissions are acceptable (email Beverly Cost: costb@denison.edu). The office fax # is 740-587-6319.

Facilities Services provides Residential Life with an item cost sheet and recommendations for billing related to custodial or shop 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 in writing. 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: _____

Building & Room Number: _____

Amount Appealing: _____

1. What damage charge or lost key 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