

EWU HOUSING CONTRACT TERMINATION FINANCIAL CONSEQUENCES APPEAL FORM

The EWU Housing and Dining Services Contract is an academic year contract. Financial penalties apply for early termination of the contract. Under certain circumstances, the fees will be waived, reversed or reduced.

NOTE: First year students are required to live in university residence halls. First year students who wish to terminate the housing contract but continue enrollment, must also submit an EWU Undergraduate Housing Requirement Exception Request form. Appeals from continuing first year students will only be considered if an exception to the housing requirement has been granted.

Name: _____ Net I.D.: _____

Mailing Address: _____

Email: _____ Phone #: _____

APPEAL OF CHARGES:

- ___ 1. I am withdrawing from the University due to a documented medical condition.
(You must provide documentation from a medical professional qualified to diagnose your condition which confirms that you are unable to continue as a student at EWU. You must provide this documentation, along with a cover letter or email that indicates that this documentation is in support of your appeal of housing contract termination charges, to the Director of Disability Support Services who will confirm that appropriate documentation has been received. Alternately, if you have been working with the Manager of Student Support and Advocacy regarding your withdrawal, you may provide the documentation through that process and the advocate will make a recommendation on your behalf. The Housing Appeals Committee will make the final determination regarding the appropriate adjustment of your charges.)
- ___ 2. I have a medical condition or disability which requires accommodation which cannot be adequately addressed in university residence halls.
(Submit documentation to the Director of Disability Support Services who will work with Housing and Residential Life staff to determine whether appropriate accommodation can be made. If it is determined that the required accommodation cannot be addressed in university residence halls, the Housing Appeals Committee will make the final determination regarding the appropriate adjustment of your charges.)
- ___ 3. I have experienced a significant change in my financial situation since I moved into the residence hall. I am withdrawing from the university due to this situation or I have an alternate accommodation which will significantly reduce my housing and food costs.
(Attach a letter describing the significant change in your financial resources and/or expenses and provide documentation to support your claim. Loss of financial aid due to failure to make satisfactory academic progress or failure to submit required information on time, or moving off campus to save money are not adequate grounds for appeal. If continuing enrollment, provide information on the alternate accommodation available to you, including a financial plan with anticipated housing, food and related costs.)
- ___ 4. I have become or will become the primary care giver for a minor child or a disabled family member.)
(Attach documentation.)
- ___ 5. I have another extenuating circumstance which requires me to withdraw from the university or which makes living in a residence hall an excessive hardship.
(Attach a letter explaining your situation and appropriate documentation to support your request. Loss of financial aid due to failure to make satisfactory academic progress, the possibility of cheaper accommodations elsewhere, or a desire to live with friends off-campus are NOT considered extenuating circumstances or hardship.)

Appeals are reviewed by the Housing Contract Termination Appeals Committee. You will be notified if you will receive a reduction or reversal of charges, if your request has been denied or if additional information is needed.

I certify that the above information and all supporting documentation is true and complete to the best of my knowledge. I further understand that it is a violation of EWU policy to intentionally provide false or misleading information.

Student signature: _____ Date: _____

Office Use: _____ Date: _____