

## Cal Housing Appeals Instructions

The Appeals Board is designed to formally and confidentially review appeals from students who were not approved for contract cancellation through the normal process. Only cases of extreme hardship will be considered. For all financial appeals, students must show that they have exhausted all possible options provided by the Financial Aid Office, including loans. The Appeals Board is the final decision-maker on such requests.

FILING AN APPEAL DOES NOT GUARANTEE CANCELLATION.

### GROUNDINGS FOR APPEAL

Grounds for a valid appeal must fall under one of the following categories:

- Financial Hardship
- Medical
- Contractual

The following grounds will NOT be considered as valid for submitting an appeal:

- Roommate Problems
- Dietary needs
- Obtained alternate housing (fraternity/sorority, apartment, etc.)

### WHAT TO INCLUDE IN YOUR APPEAL

- 1 RES. HALL/ APT. CONTRACT CANCELLATION REQUEST FORM
- 2 SIGNED APPEALS FORM
- 3 SIGNED COVER LETTER
- 4 DOCUMENTATION TO SUPPORT REQUEST

The cover letter must be written and signed by the student and should explain, in detail, the circumstances of the appeal and the action requested.

Documentation should demonstrate how the student's situation has changed since the time they originally signed the housing contract. Appeals that do not include supporting documentation will not be accepted. Acceptable documentation may include:

- tax statements
- a copy of your Financial Aid award letter
- doctor's letter
- notification of the loss of a job

### SUBMITTING YOUR APPEAL

Please submit your appeal to the Cal Housing Assignments Office, on the 2nd floor of the RSSP Building at 2610 Channing Way. A representative will go over your appeal with you to assure that the appeal is both valid for consideration and accompanied by the necessary documentation to prove the circumstances stated in the cover letter. The representative will only submit complete appeals to the board.

### STUDENT INFORMATION (REQUIRED)

NAME: \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

SEX:    M        F        Self-Identify: \_\_\_\_\_ CLASS STANDING: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

By signing below, I am indicating that I have read the above instructions and am submitting my appeal.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Cal Housing Appeals: Frequently Asked Questions

### WHAT TIME & WHEN DOES THE APPEALS BOARD MEET?

The Appeals Board meets twice a month from September through May, excluding weekends and University Holidays.

### WHEN SHOULD I SUBMIT MY APPEAL?

You must submit your appeal to the Cal Housing Assignments Office before 12pm on the Thursday prior to the upcoming board meeting. Any appeal documentation submitted after the deadline will be deferred to the following Appeals Board meeting.

### WHEN WILL I HEAR BACK REGARDING MY APPEAL?

The Board will review the appeals in a timely manner and will respond in writing. The student will receive the Board's decision from the Cal Housing Assignments Office by the end of business day Friday after the Board meeting.

### WHAT DO I DO IF MY APPEAL IS DENIED OR IF I AM ASKED FOR MORE INFO?

The Appeals Board is the final decision maker in all requests. Your decision letter will indicate why your appeal was denied and if there are any further steps you can take to improve your situation or appeal again. If additional documentation is requested, you may provide it in a second appeal request.

### WHO IS ON THE APPEALS BOARD?

The Appeals Board is comprised of staff members who represent various campus partners, including Student Affairs, the Office of Undergraduate Admissions, Financial Aid, Residential Education, Cal Housing, Health Services, and the Residence Hall Assembly.

### I AM IN CONFLICT WITH MY ROOMMATE. WHAT SHOULD I DO?

The residence halls have live in staff members who can help you. If talking with your roommate does not resolve your concerns, you should discuss them with your Resident Assistant and then your Resident Director. The staff can help you with your situation and recommend a course of action. Find your Residence Director's contact information: <http://reslife.berkeley.edu/staff/staff-directory>

### WHAT SHOULD I DO IF I NEED A MEDICAL OR ADA ACCOMMODATION?

If you are a student with a qualifying disability under the Americans with Disabilities Act (ADA) and believe your current housing is not a reasonable accommodation for your needs, you may contact the Housing Accommodations Coordinator at [housingaccommodations@berkeley.edu](mailto:housingaccommodations@berkeley.edu) to discuss options on campus that may address the functional limitations of your disability as a reasonable accommodation.

### I HAVE SPECIAL DIETARY NEEDS. WHO CAN I CONTACT?

Please contact Cal Dining, who would be happy to speak with you about options for students related to food allergies, kosher, halal, and vegan/vegetarian diets. More information can be found here: <http://caldining.berkeley.edu/nutrition/special-diets>

### WHERE SHOULD I GO TO GET HELP REGARDING MY FINANCIAL SITUATION?

Financial Aid provides support for students who may need additional aid, including offering emergency loans due to sudden financial hardship and budget appeals for students whose cost of attendance is more than the typical Financial Aid award. Learn more at [financialaid.berkeley.edu](http://financialaid.berkeley.edu) or call Cal Student Central at 510-664-9181