

# UC Berkeley Housing

## UC Berkeley Undergraduate Housing Appeals Instructions

The Housing 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 Housing Appeals Board is the final decision maker on such requests. **Filing an appeal does not guarantee cancellation.**

### Grounds for an 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 Conflicts
- Facilities Issues
- Obtained Alternate Housing (fraternity/sorority, apartment, etc.)

### What to Include in Your Appeal

1. Contract cancellation form (found on the housing portal under Online Forms)
2. Signed appeals instructions 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. The 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 (please redact social security number)
- A copy of your Financial Aid award letter
- Doctor's letter
- Notification of loss of a job

## Frequently Asked Questions

### When does the Appeals Board meet?

The Appeals Board meets twice a month from September through May.

### When should I submit my appeal?

You must submit your appeal to the UC Berkeley Housing Administration 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 student will receive the Board's decision from the UC Berkeley Housing Administration Office by the end of the business day on Friday after the Board meeting.

### What do I do if my appeal is denied or if I'm asked for more information?

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 appeal again. If additional documentation is requested, you may provide it in a second appeal request. If you are appealing for medical or mental health reasons, please see the following question.

### What should I do if my appeal involves a medical or mental health need?

We recommend that you email [housingaccommodations@berkeley.edu](mailto:housingaccommodations@berkeley.edu) or call (510) 642-8772 prior to filing an appeal. The Housing Accommodations team can provide guidance and assist you with applying for a priority room relocation if needed.

### Who is on the appeals board?

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

### I am in a 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 contact your Resident Assistant or your Resident Director. Find your Residence Director's contact information in the [staff directory](#).

### What should I do if I have special dietary needs?

If you have a special dietary need for any reason, please visit [Berkeley Dining's website](#) to learn more about the dietary accommodations that are available. For additional information, you may complete the form [Special Diet Notification for Berkeley Dining Dietitian](#), and our dietitian will reach out to you.

## 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 on the [Financial Aid website](#) or call (510) 664-9181.

## Important Notes

If you are appealing on medical or mental health grounds, have you gone through the ADA Accommodation process? For medical and mental health appeals, the student typically must have engaged in the [ADA accommodations process](#) to determine if a reasonable accommodation can be provided. You may contact Housing Accommodations at [housingaccommodations@berkeley.edu](mailto:housingaccommodations@berkeley.edu) or (510) 642-8772 to discuss your needs.

If you are appealing on financial grounds, have you included documentation that proves loss of a job, tax statements (please redact social security numbers), and/or a copy of your financial aid award letter?

Optional: Have you requested guidance from the UC Berkeley Housing Administration office? UC Berkeley Housing staff can meet with you in person, over the phone, or over Zoom. Please email [reshall@berkeley.edu](mailto:reshall@berkeley.edu) to request an appointment. Please request an appointment at least a week in advance of the appeals deadline.

## Submitting Your Appeal

Please submit your appeal to the UC Berkeley Housing Administration Office. Appeals can be submitted in person or by email, but email is the preferred method of submission. You may email your documents to [reshall@berkeley.edu](mailto:reshall@berkeley.edu).

## Student Information (Required):

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Gender: \_\_\_\_\_ 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: \_\_\_\_\_

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