



Housing Appeal Request Form / Billing Appeal

Personal Contact Information:

Name: _____ Z-ID: _____
 First Initial Last

Address: _____ City: _____

State: _____ Country: USA Other _____ Zip: _____

Primary Phone # _____ Alternate Phone # _____

Primary email _____ Alternate email _____

Please select one:

_____ Request to appear in-person at Housing Appeals Board hearing to discuss the unique nature of the situation

Or

_____ Request a paper review by the Housing Appeals Board to evaluate the unique nature of the situation

Additional considerations for appeal request:

New documentation will be provided to confirm need for contract release/billing appeal request

Or

Additional information related to need for contract release/billing appeal will be provided

* See Additional Information on following pages.

For this Residence Hall Appeal Request or Billing Appeal to be valid the following statements must be read, and initialed by the student making the request.

_____ I understand this is a request for termination of a legally binding contract. Termination is subject to approval by Housing & Residential Services. If this contract release request appeal is denied, I understand I will be obligated to live on-campus or, to pay the full amount of charges under the terms set forth in the *Residence Hall Contract*.

_____ I understand that if this residence hall contract release request appeal is granted, I understand that I may incur charges related to cancellation and/or administrative fees as outlined in the current *Residence Hall Contract*.

Student Signature Required.

Student Signature

Date

Appeal Process

Residence Hall Contract Release/Billing Request

To appeal the denial of a Residence Hall Contract Release Request or submit a Billing Appeal, you the student, must complete the attached Appeal Form and return it to the Residential Administration office in Neptune Hall East, Room 101. Students may include with this supplemental form any additional information and/or documentation that was not part of the original Residence Hall Contract Release/Billing Request. Along with the Appeal form, a new personal narrative must be provided, stating what you are appealing, and why you feel you should be granted an appeal. Students have **10 business/class days** from the date on the letter mailed to the student regarding the decision on their initial contract release request.

The Housing Appeals Board is comprised of various administrators, faculty/staff and/or students. You will have two options in how to proceed forward with your appeal request:

- The first option is that you may request an **in-person** Appeal hearing. In this process you would present your case in front of the Housing Appeals Board. The Housing Appeals Board members will then submit their written recommendations for each case to the Associate Director of Residential Administration. The Associate Director will then review the complete files and makes the final decision on all appeals.
- The second option is to request a **paper review**. In this process students would submit all required and supporting documentation. The Appeal form, appeal narrative, original request, administrative response letter, and supporting documentation will be passed on to the Housing Appeals Board for review. The Housing Appeals Board members will then submit their written recommendations for each case to the Associate Director of Residential Administration. The Associate Director will then review the complete files and makes the final decision on all appeals.

The Housing Appeals Board generally has regularly scheduled meetings to review appeals. The student making an appeal is not required to make an **in-person** appearance, but has the opportunity to do so. To schedule a personal appearance for a hearing, the student will need to contact the Residential Administration staff at (815) 753-9717. Meetings are **typically** held on Thursdays in the afternoon (3:00-4:00 P.M.). The university is closed, including cessation of administrative operations, for around two weeks each year during Winter Break, and the appeals board will be unable to meet at this time.

Students will receive a letter stating the Associate Director's decision.

If you have questions about the appeals process, you may contact Residential Administration at (815) 753-1525.

Submit written appeals to:

Housing & Residential Services
Housing Appeals Board
East Neptune Hall, Room 101
DeKalb, IL 60115

Or fax to:
Housing Appeals Board
(815) 753-9669

Additional Required Documentation for Appeal Requests with Continued Enrollment at NIU

Academic internship/clinical practicum/student teaching outside DeKalb County

Required: Submit a letter on department letterhead, signed by the faculty coordinator, verifying that you have a full-time internship, clinical practicum, or student-teaching assignment outside DeKalb County that spans the requested semester.

Family Status Changes

1. **Birth of a dependent child for whom the student is the parent and will be the primary caregiver**
Required: Submit a copy of the child's birth certificate or physician documentation of expected delivery date.
2. **Marriage**
Required: Submit a copy of the marriage license. However, if the marriage preceded completion of the housing contract, also provide a signed narrative with documentation of the extraordinary circumstance which has arisen. That does not apply to Northern View Community family-style contracts.
3. **Family obligation (family member health issues or need for additional care; death in the family) Required:**
1) Submit a signed written narrative describing the extraordinary circumstance that arose or worsened since the completion of the housing contract. 2) Also, provide a notarized statement from parent or guardian verifying that you will be commuting from the home address. 3) Also, provide a letter from the family member's attending healthcare provider or other licensed professional stating that the family member requires additional support in the home.

Financial Hardship

All such requests must be documented by a consultation with a Financial Aid Counselor in the NIU Financial Aid office, who will complete the required form (Financial Aid Confirmation Form) for you. NIU President Douglas Baker created a new University initiative, "Financial Literacy", designed to help students become fully aware of costs and responsibly manage financial resources for their college education. Because personal accountability is a vital component of financial literacy, there is no substitute for being certain of your financial situation before taking a binding contract. There is no guarantee that a request to cancel a valid contract taken before you verified your financial resources will be granted.

1. **Financial Aid Award reduction**
Required: 1) Submit a signed written narrative describing the extraordinary circumstance that arose since the completion of the housing contract. 2) Also, contact the Financial Aid office and request to have a consultation with a Financial Aid counselor, who will complete the required form (Financial Aid Confirmation Form) verifying that the amount awarded has changed since the date you completed the residence hall contract.
2. **Change in family or personal income**
Required: 1) Submit a signed written narrative describing the extraordinary circumstance that arose since the completion of the housing contract. 2) Also, submit copies of an employment termination letter and/or other documents verifying points mentioned in the narrative. 3) Also,

contact the Financial Aid office and request to have a consultation with a Financial Aid counselor, who will complete the required form (Financial Aid Confirmation Form) verifying the difference between costs and resources, and describing loans and aid for which you are eligible. To be valid, this information must correspond to the academic year for which the release request is submitted. Information from a previous academic year will be denied as incomplete.

Greek Membership Housing

Students must not be bound by the freshman residency requirement (<http://go.niu.edu/residencyrequirement>) in order to be eligible for a contract release to move into housing in a SA recognized Greek organization house. This means a student must have either completed 24 credit hours, turned 21, etc. by the semester for which a release has been requested. Freshman students are ineligible for Greek housing during their first year at NIU.

Required: Submit a signed letter, on organizational letterhead, from the Chapter President (or faculty advisor if the president is the applicant) verifying that you are an active member and will be moving into the chapter house upon being released from the Housing & Residential Services contract.

Medical Accommodation

Required: You must contact NIU Health Services, the Disability Resource Center, or Counseling & Consultation Services, depending on your specific needs, and follow that office's procedure for verifying your medical concerns. Those offices will submit a recommendation based on their evaluation. **Do NOT submit any medical paperwork, or a narrative to Housing & Residential Services if you are seeking a medical release.**

Military Commitment

Required: Submit a copy of the student's military paperwork showing that the reporting date for active duty is during the semester for which the contract release is requested.

Release to Commute with Exceptional Circumstances

Required: Submit a notarized Residence Hall Commute Supplement Request and a personal narrative explaining why you believe a release is a necessity, and what has changed in your situation since the completion of the contract.

Part-Time Status

Required: Submit a copy of the semester schedule showing course enrollment of no more than 11 undergraduate or 8 graduate credit hours.

Other

As a general guideline, only unforeseen, extraordinary circumstances that are described in a signed, written narrative and fully supported with independent documentation are considered. Topics to consider are how circumstances have changed, why the situation is extraordinary, why moving to a different residence hall would not be an acceptable option, and how off-campus living will help the situation.