



Cal Housing Assignments
Residential & Student Service Programs
2610 Channing Way #2272
Berkeley, CA 94720-2272

Appeals Board Instruction Sheet

The Appeals Board is designed to formally and confidentially review appeals from students who, for reasons beyond their control, must cancel their residence hall contracts. Only cases of extreme hardship will be considered. The Appeals Board is the final decision-maker on such requests. Filing an appeal does not guarantee cancellation.

Procedure for Appeals

1. Before any appeal documentation can be accepted, the student must file a Residence Hall Contract Cancellation Request form, signed by the student's Resident Director. If the student lives in the Single Student Apartments, an Intent to Vacate form must be submitted instead.
2. Appeals must consist of a signed cover letter and written documentation to support the request. The cover letter must be written and signed by the student and explain, in detail, the circumstances of the appeal and what action is requested. Appeals that do not include supporting documentation will not be accepted. Documentation should demonstrate how the student's situation has changed since the time he/she originally signed the housing contract. Acceptable documentation may include tax and bank statements, doctor's letter, or notification of the loss of a job. Supporting documentation may be sent via fax at (510) 643-7126 or emailed to reshall@berkeley.edu.
3. **Appeals and all supporting documentation must be received by our office before 12:00pm on the Friday prior to the upcoming Board meeting.** The Board meets on the 2nd and 4th Wednesdays of each month. Any appeal documentation submitted after the deadline will be deferred to the following Appeals Board meeting.
4. Upon submission, the student must meet with a representative of the Residence Halls Assignments Office 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.
5. The Board will review the appeals in a timely manner and will respond in writing. The student may obtain the Board's decision from the Residence Halls Assignments Office between 8:00 AM and 5:00 PM on the Friday following the Board meeting.

Grounds for Appeal

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

1. Financial Hardship
2. Medical
3. Contractual

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

1. Roommate problems
2. Obtained alternate housing (fraternity/sorority, apartment, etc)
3. Dietary needs

Questions about the appeals process should be directed to the Residence Halls Appeals Board by calling (510) 642-4108.

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