Appeals Board Instruction Sheet

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.**

### 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

### What to Include in Your Appeal

- **The Residence Hall/Apartment Contract Cancellation Request form**
  This form should be signed by your Resident Director.

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

- **Documentation to support the request**
  Documentation should demonstrate how the student’s situation has changed since the time he/she 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.

Questions about the appeals process should be directed to the Cal Housing Assignments Office by calling (510) 642-4108.

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

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Signature ___________________________ Date ___________________________

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Frequently Asked Questions

- What time and 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 may obtain the Board’s decision from the Cal Housing Assignments Office between 10am and 4 pm on the Friday following the Board meeting.

- What do I do if my appeal is denied?

  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.

- 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, the Office of Student Development, Cal Housing, Health Services, and the Residence Hall Assembly.

- I am having trouble with my roommate. What should I do instead of appealing?

  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.

- I have special dietary needs, who can I contact?

  Please contact Cal Dining, who would be happy to work with you. More information can be found here: [http://caldining.berkeley.edu/special_needs.html](http://caldining.berkeley.edu/special_needs.html)

- How do I know if I’ve exhausted all of my Financial Aid options? Where should I go to get help from Financial Aid?

  Please check out the Financial Aid website: [http://financialaid.berkeley.edu/](http://financialaid.berkeley.edu/)

  Contact hours and information are kept current here: [http://financialaid.berkeley.edu/contact-us](http://financialaid.berkeley.edu/contact-us)