

Financial Appeal Application



evergreen

Residential and Dining Services

Olympia, WA 98505

(360)867-6132

rad@evergreen.edu

The Appeal Process

Students can appeal financial decisions if they feel that they have been charged in error. The Director of Residential and Dining Services (RAD) will consider appeals.

Following the appeal students will be notified by email of the decision. The Director of Residential and Dining Services may uphold, modify, or reverse a bill. If the appeal is denied, the original decision is upheld. If the appeal is granted, the billing charges will be reversed. If an appeal is modified, new charges will be set and the student account will be adjusted accordingly. Decisions made by the Director are final. If a student has new and relevant information previously unavailable to the Director of RAD, after a decision has been already made, the student may request a second appeal based solely on the new information.

Important Deadlines

All financial appeals must be submitted to the Residential and Dining Services Office.

Fall and Winter quarter's financial appeals must be received by 4:30 pm on the Friday of the 4th week of the following quarter.

Spring and Summer quarter's financial appeals must be received by 4:30 pm on the Friday of the 2nd week of the following Fall quarter to be considered.

Student Name _____ A number _____ Room Assignment _____

Phone Number _____ Preferred Email _____

What charge(s) are you appealing? (check all that apply)

Contract Break/Contract Release

Eviction

Damage or cleaning bill – Amount charged _____

Late check-out/improper check- out

Lost key

Lock change

Impound

Other _____

Please provide a typed written essay that provides information about the situation and the billing that should be considered in this appeal process. Specific information about why you should not be responsible for this bill or why your case should be considered is essential (**please attach your essay and any relevant documentation to this form.**)

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