



Damage Charge Appeals Committee  
 Attn: Housing Office  
 1533 South Main Street  
 Winston-Salem, NC 27127

Phone: (336) 770-3280  
 Fax: (336) 631-1289  
 Email: [reslife@unca.edu](mailto:reslife@unca.edu)  
 Website: [www.unca.edu](http://www.unca.edu)

## DAMAGE CHARGE APPEAL FORM

Name: \_\_\_\_\_  
 (please print) (Last) (First) (Initial)

CWID# \_\_\_\_\_

Apartment or Hall and room # where you lived: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Roommate's full name: \_\_\_\_\_

**IMPORTANT NOTES:** Only **personal** damage charges are subject to appeal—common area and hall-wide damages are **not**. If you did not complete a proper check-out with your Resident Assistant or Coordinator, you waived your right to appeal certain damages.

Please complete the following information:

- 1) What was the date you completed a proper check out from the hall or apartment with a staff member: \_\_\_\_/\_\_\_\_/\_\_\_\_
- 2) Who checked you out (name of the person)? \_\_\_\_\_
- 3) Did you check out before or after your roommate(s)? \_\_\_before \_\_\_after
- 4) Were you present to sign the Room Condition Report (RCR)? \_\_\_yes \_\_\_no
- 5) Did you keep your copy of the RCR? \_\_\_yes \_\_\_no
- 6) Please attach a detailed explanation of why you are contesting your damage charges, and specify the item(s) and dollar amount you are appealing.

Return your letter, this completed form and any supporting documentation to:

**Damage Charge Appeals Committee  
 University of North Carolina School of the Arts  
 Attn: Housing Office  
 1533 South Main Street  
 Winston-Salem, NC 27127  
 Fax: (336) 631-1289**

I certify that the above information is correct to the best of my knowledge.

\_\_\_\_\_  
 Student Signature Date

Office Use Only	
Date Received: _____	Committee Review Date: _____
Final Committee Decision: _____ Staff Action and Date: _____	

## DAMAGE CHARGE APPEAL GUIDELINES

Charges for damages in residence halls and apartments are assessed to residents in accordance with the Housing Agreement. All residents agree to and sign the Housing Agreement at the time of application for assignment to residential facilities.

### Damage charges are addressed in section 8 of the Housing Agreement:

*“**Student Liability:** The student is responsible for the condition of the assigned room and all furnishings and shall reimburse the school for damages to or loss of these furnishings beyond ordinary wear and tear. Damages to common areas will be charged to all residents in that area, and payment will be required. The school reserves the right to charge and collect damage fees for unauthorized use of equipment, building or room alterations, health and safety violations and for special cleaning necessitated by improper use of rooms, public areas and equipment.”*

As well, all student residents have access to the High School or College handbook. Damage charges are addressed in the handbook as follows:

*“Hallways, lounges and other common areas are provided for the comfort and convenience of residents. Furnishings and equipment may not be moved from common areas and may not be exchanged between rooms or elsewhere, on or off campus. Students identified as responsible for damages to common areas will be charged accordingly. However, when individual responsibility cannot be determined, the residents of a floor or the entire hall will be held collectively responsible for damages. Damage occurring in student rooms or apartments will be charged to current occupants unless it can be proven that a person other than the occupants caused the damages”*

Hall-wide damage charges are assessed only after Housing Office staff makes every effort to identify the person/people responsible for the damage. Residents are made aware of hall-wide damage charges throughout the year to provide them with the opportunity to assist in identifying those responsible. Once the academic year ends and all residents have checked out, common area/hall-wide damage charges are final and are **NOT** subject to appeal.

**“Lost and found”:** Any student belongings left behind after official closing will be sent to UNCSA Police. Bicycles will be held for two months and all other items will be held for six months. You may contact NCSA Police at (336) 770-3321.

If you wish to appeal a damage charge assessed to your account, you must submit your appeal in writing. Appeals will not be considered unless they are submitted in writing by the student charged. Parents and others are welcome to provide relevant supporting documentation, but the appeal must be written and submitted by the student in order to be considered. **Damage charges assessed for a particular academic year ending in June can ONLY be appealed 30 days after the first bill is mailed of the same year. Appeals received by the department 30 days past the billing date will not be considered.**

To appeal a damage charge, complete the form and return it along with a detailed, written explanation of why you are contesting your damage charge(s) and the dollar amount you are appealing. Damage appeals are reviewed by a damage charge appeals committee and the results and decision of this review will be mailed to you. The decision of the committee is final. Appeals should be mailed or faxed to the attention of the **Damage Charge Appeals Committee, Attn: Housing Office, 1533 South Main Street, Winston-Salem, NC 27127 or faxed to (336) 631-1289.** Do not email your Damage Charges Appeal Form.