

Wichita State University - Housing and Residence Life Contract Cancellation Appeal Form

If extraordinary circumstances prevent you from meeting the obligations of your Housing and Residence Life contract, you may appeal the contract cancellation charge. The typed appeal must include an explanation of the extraordinary circumstances and supporting documentation must be provided.

Instructions

1. Attach a typed letter explaining the reasons for your housing contract termination.
2. The letter should also clearly explain the reasons for your appeal of the contract cancellation charge.
3. Include in your appeal letter your name, address, social security number and phone number.
4. Attach supporting documentation (i.e., doctor's statements, financial records, etc...).
5. **Incomplete appeals will not be accepted.**

Name: _____ SSN: _____ Phone: _____

Campus Address: _____ Date of Cancellation: _____

Forwarding Address: _____
(street) (city) (state) (zip)

Forwarding Phone: _____

I verify that all information presented is truthful and complete. I also understand that this appeal does NOT guarantee the waiver of my cancellation charges.

Student Signature: _____ **Date:** _____

(FOR OFFICE USE ONLY)

Date/Time of Review: _____ Attended Hearing: YES NO

Appeal Decision: Approved Denied Partial Approval

Signature of Chairperson: _____