



CARROLL UNIVERSITY

Housing Appeal Instructions and Form

Carroll University's Housing Office offers students the option to appeal items related to their Housing Application, such as a fee received from Housing, an exemption decision, or a denied application release.

The Student Housing License Agreement is a legally binding agreement. If you have submitted a Carroll Housing Application, you are obligated to the terms of the agreement. If you believe you have been assessed an inappropriate charge, you should immediately contact the Housing Office to discuss the matter. If that discussion does not resolve your concerns, you may file an appeal with the Housing Appeal Committee using this form.

The Appeals Committee consists of staff from Housing, Financial Aid, Student Success, and Admissions. The Walter Young Center may be contacted to support the committee when reviewing medical documentation provided. Committee decisions are emailed to the CARROLL UNIVERSITY email address listed on the appeal form for current students and are generally received within one week after submission. Please note that the Committee may not meet during the three weeks before the start of a semester or after the end of a semester, causing a delay in a decision letter.

Until an appeal is granted, any charges related to the appeal are subject to all applicable late fees and registration holds. If you pay for charges that are later reversed and no other outstanding balance is due on your account, the Business Office will issue a refund.

Housing appeals must be initiated by the application holder. Family members or other involved parties are permitted to provide relevant supporting documentation, but they may not initiate the appeal. The application holder must include a personal statement providing rationale supporting their appeal, as well as any supporting documentation.

Appeals for Financial Reasons:

An appeal for financial reasons, including a claim that you are unable to meet room and board charges, must include documentation that your financial situation has **changed significantly** since you entered into your application term and is beyond your control. The Appeal Committee will review your Financial Aid award and status when deciding on an appeal for financial reasons. Declined aid and failure to investigate aid options will most likely result in a denied financial appeal. Appeals based on financial reasons that do not include supporting documentation will not be reviewed. Acceptable documentation may include but is not limited to: tax statements, notification of job loss, changes to FAFSA (professional judgment changes documented with the financial aid office), or unexpected medical bills.

Appeals for Medical Reasons:

An appeal for medical reasons must relate to the contract holder's personal health condition. Requests to be released from the Student Housing License Agreement may be approved only if the reported medical condition is an unforeseen or serious change in your health/medical condition after move-in. The committee will work with the Walter Young Center regarding any medical requests.

Students should work with the Walter Young Center regarding medical conditions as accommodations may be available that meet your needs. When reviewing requests for medical conditions, the Housing Office will consider how to best accommodate requests based on specific needs.

Appeals for Meal Plans:

All Carroll students who are subject to the residency requirement are also required to select a Resident Meal Plan. Only students living in the Carroll Street, College Avenue and Hartwell Avenue Apartments are exempt from this policy. If you have a unique circumstance and wish to submit a Meal Plan Appeal, visit Dining Services at https://my.carrollu.edu/ICS/Departments/Dining_Services/Meal_Plans.inz.

Appeals for Residency Requirement:

All full-time undergraduate students who enroll at Carroll University are subject to a junior residency requirement. This requirement remains in effect until a student has achieved senior standing (92 credits) by the beginning of the academic year. Exceptions to this policy include those students who are married or in a partnership legally recognized by a state, 23 years of age or older, are the primary caregiver to a child, and those students who are living within fifty (50) miles from campus with parents or legal guardians during the academic year for which they are enrolled. Students wishing to live off-campus, without a parent or guardian, that have not achieved senior standing must have a granted appeal to avoid the charges associated with non-compliance with the residency requirement.

Please attach a typed and signed letter explaining in detail the basis for the appeal. Appeals that do not include a written letter will not be reviewed. Similarly, if your appeal is based on a health-related reason, you must also include a written statement from a health care provider, or your appeal will not be considered.

Return the Appeal Form, personal letter, and any other supporting documentation to:

Office of Residence Life and Housing
100 N. East Avenue
Waukesha, WI 53186
Office: 262-524-7330
Email: housing@carrollu.edu

Name (first and last):	Student ID:
Email Address (Pio):	Alternate Email:

What are you appealing?:

Student Signature: _____ Date: _____