

NJIT – RESIDENCE LIFE OFFICE DAMAGE APPEAL FORM

The following information is needed in order for you to appeal any room damages. Please remember that common area damages cannot be appealed. You will receive a response within two weeks of your appeal. You may e-mail this form as an attachment or include the required information in an e-mail to the area coordinator of the building which you lived. You may also fax it to the Residence Life Office at 973.596.8197.

Date: _____

Name: _____ **E-mail address:** _____

Student ID Number: _____ - _____ - _____ **Hall:** _____ **Room #** _____

.....
I am appealing for the following reasons:

.....
(FOR OFFICIAL USE ONLY BELOW THIS LINE)

Appeal • **Approved** • **Denied**

Reason: _____

Original Charge: \$ _____.

Adjustment: \$ _____.

New Total Amount: \$ _____.

Signature of Area Coordinator: _____ **Date:** _____

White (Residence Life office)

Yellow (Student copy)