NJIT – RESIDENCE LIFE OFFICE
DAMAGE APPEAL FORM

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

Date: ________________

Name: ___________________________________________ E-mail address: _________________________

NJIT ID Number: ___ - ___ - ___ - ___ - ___ - ___ - ___ Hall: _____________ Room # ___________

I am appealing for the following reasons:

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(FOR OFFICIAL USE ONLY BELOW THIS LINE)

Appeal □ Approved □ Denied

Reason: __________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Original Charge: $ _____.

Adjustment: $ _____.

New Total Amount: $ _____.

Signature of Residence Coordinator: ___________________________ Date: ____________