

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:

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

Appeal **Approved** **Denied**

Reason: _____

Original Charge: \$ _____.____

Adjustment: \$ _____.____

New Total Amount: \$ _____.____

Signature of Residence Coordinator: _____ **Date:** _____