

UNIVERSITY HOUSING – CLEMSON UNIVERSITY
APPEAL PROCESS INSTRUCTIONS

The Appeals Process is designed to assist residents who have not been able to resolve a request through standard procedures or to assist residents who may have serious extenuating circumstances. Please read the General Instructions as well as the specific instructions related to the type of appeal you are filing. DO NOT SIGN ANOTHER LEASE unless you have received formal written release from your University Housing Contract.

GENERAL INSTRUCTIONS

- **Petitions must be initiated by residents.** Parents or other involved persons may provide letters of support and written documentation but these items will not initiate a petition.
- **Print/type** the information requested on the attached form. Indicate where you want petition results sent.
- **Petition Narrative** - Provide sufficient details. Attach additional paper if necessary. Furnishing false information to the University with the intent to deceive is in violation of the Student Code of Conduct and will result in disciplinary action and rejection of the petition.
- **Submitting Your Appeal** – You may drop off your materials at the University Housing Office in Mell Hall; mail them to 200 Mell Hall, Box 344075, Clemson, SC 29634-4075; or email all forms to housinginfo-l@clemson.edu.
- **The Petitions Committee** meets weekly, as needed. You will receive a written reply from the committee within two weeks after your petition is received.
- **Rent Payment** - Petitioning does not defer your rent payment. Please pay your rent by the due date to avoid late charges. If your petition is approved, adjustments to your account will be made.
- **Committee Decisions.** You may appeal the Appeals Committee decision to the **University Housing Appeals Officer** ONLY IF you have additional documentation or information to provide that has not been previously reviewed. Additional written documentation must be received before an appeal appointment will be scheduled. The resident must be in attendance at the appeal appointment or on the phone for a phone appeal appointment.

RELEASES FROM THE RESIDENCE HALL CONTRACT

Fraternity and Sorority Release – Per the Block Housing Agreement, The contract for student organizational block housing is binding at the time it is signed, and the student is obligated to pay rent for the period of the contract , unless he/she fails to enroll. **Requests for release from the Block Housing Agreement based on financial and/or medical hardship will be reviewed by the Appeals Committee.**

Financial Hardship Release - You must complete the Housing Petition Form AND the Student Financial Statement as well as provide additional written documentation to support the claim of financial hardship beyond your control. You must also provide proof of an alternate housing arrangement priced below the lowest available campus housing option available to you. Other documentation may also be requested.

Medical Hardship Release - The University is in compliance with the Americans With Disabilities Act (ADA). You must register your disability with Student Disability Services and provide your Faculty Accommodation Letter (FAL) with your documentation. If a vacancy exists in a campus housing space that would adequately address the physical environment requested, a medical priority transfer will be arranged. Only if the medical condition can not be supported in campus housing will a release be approved.

REDUCTION OF CANCELLATION CHARGES - Cancellation charge schedules are published in a variety of publications. Written documentation of circumstances beyond your control is required to grant a variance in the established charge schedule.

REDUCTION OR REMOVAL OF Damage, Room Recore or other Administrative Charges - Written documentation is required to remove a standard area charge from your account. An area charge petition will be reviewed by the Area Coordinator within your area of residence. See also "Appeal" under General Instructions section above. Decisions of the Area Coordinator staff are final, except in cases where there is additional information or documentation to be reviewed. In those cases, a further appeal may be submitted to the Appeals Committee.