

Residence Life and Housing Appeal



This form should be used to file appeals regarding housing issues, off campus exemptions, maintenance check out fees, or other residence life related issues. These appeals are reviewed by the Housing Appeal Board whose members include but are not limited to: the Director of Residence Life and Housing, the Housing Coordinator, and the Area Coordinators. Be sure to provide as much pertinent information as possible. The more information included here, the more likely we will be able to expedite your petition.

Sarah Jobson, *Director of Residence Life and Housing*

This is a fillable PDF that cannot be filled out on a web browser. To complete, please download this form to your desktop, open, and type on the form and save. This form is not compatible with Microsoft Edge; please download Adobe Reader (a free PDF reader program) if you are having difficulty. **The completed form can be emailed to housing@northwestu.edu.**

Please fill out the following information as part of your request:

Full Name: _____ ID# _____

Email address: _____ Phone: _____

Age: _____ Date of birth: _____ Credits completed: _____

I live in:

- Residence hall room # _____
- Student apartment # _____
- FIRS/duplex/house# _____
- Off campus _____

Address

City

Zip

This appeal is related to:

- Off campus
- Check out fine
- Other: _____

To the Housing Appeal Board...

I respectfully request (please include reasons for this request):



For office use:

Action:

- Approved**
- Not approved**
- Conditions**

Director of Residence Life and Housing Signature: _____

Date: _____

Cc:

- Dean of Student Development
- Housing Coordinator
- Area Coordinator
- Other