Residence Hall / Apartment Damage Billing Appeal Form
Office of Residence Life    Butler University

The Office of Residence Life and Butler University believe in the value of a residential experience as part of the educational process of our students. As a member of a community, students are responsible for the well-being of each other and the facilities and furnishings in the residence halls and apartments. While no one likes to receive a final bill after moving out, the University must assess charges in those instances where damage occurred. Costs can be kept lower for all students by only assessing those students who lived in rooms where damage was found.

The room inspection process is completed after all students have checked out. This process is a joint effort between Residence Life and Construction and Maintenance Services. During the inspection process, two full-time professional staff members, one from each department, work together to complete an inspection of all areas for each room, suite, apartment and common area. Original check in condition is obtained by reviewing the Room Condition Report (RCR) signed upon check in. The check out condition of the room is noted on the RCR during the inspection. The resulting charges to your student account are for the repair and/or replacement of the area to its original condition.

If you believe you have been billed in error for damage to your room, suite or apartment you have the right to appeal by completing this form. A written statement from a roommate claiming responsibility should accompany this appeal if you claim that damage billed to your account was actually caused by the roommate. Common area damages cannot be appealed. Since no one individual is able to be held responsible for those charges, no individual is able to be released. However, if you have been assessed common area charges in error because you did not live in the area for which you were billed, you may note that on this form and a correction will be made if appropriate.

In order for an appeal to be considered, this form must be submitted; no other method of appeal will be considered. A written response will be provided by our office, regardless of the outcome.

Student Name: ___________________________ Butler ID Number: ___________________________ Today’s Date: ___________________________

Email Address: ___________________________ @butler.edu       Cell Phone: ___________________________ Home Phone: ___________________________

On Campus Residence in question: ___________________________ Billing Date: ___________________________

Description of items from your account in question: ___________________________ Amount: ___________________________

____________________________________

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____________________________________

Explanation of your objection to the validity of these charges:

____________________________________

Attach additional sheets and/or supporting documentation/evidence as appropriate.
Return This Form

By US Mail

Office of Residence Life
Butler University
4600 Sunset Avenue
Indianapolis, IN 46208

or FAX to

Attention: Residence Life
(317) 940-8228

or email as an attachment to

reslife@butler.edu
Subject: Damage Appeal

or in person
or via campus mail to

Residence Life
303 Atherton Union