

**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. Section III of the Terms and Conditions of Occupancy of the housing contract addresses billing for damages:

III. CHARGES FOR DAMAGES OR LOSS: The \$100.00 deposit will be credited to the student account after any charges for damages or missing property have been made to the student account, and after the student officially leaves housing. Excessive damage or missing property noted upon checkout will be billed to the student account. If a student damages common areas or requires a key to be replaced, the charges will be billed directly to the student account. In cases where responsibility for common area damage cannot be specifically assigned, all students occupying the living unit will be responsible for damage on a pro-rata basis. The liability assessment for each student will be charged directly to the student's account. A student's liability is not limited to \$100.00. After all charges have been made to the student account, and if the student does not have an active housing contract for the following year, the housing deposit will be credited back to the student's account.

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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