



Student Housing & Residence Life

Today's Date: _____

Student ID #: _____

Name: _____

Date of Decision Letter: _____

Room/House ID: _____

Email: _____

Phone #: _____

Please indicate the condition under which the appeal is being made. Note: an appeal will occur when at least one of the following conditions is met:

- The Residence Discipline Process was not followed
- New evidence was found after the investigation meeting

Please ensure that you have attached an explanation/reason(s) that support the grounds for your appeal. In addition, please ensure that you include your requested resolution and have followed the checklist below.

Checklist: A completed Appeal Request Form must include the following information:

- You have identified, above, which ground(s) you are appealing on.
- You have attached your explanation/reason(s) to support your appeal. Your explanation should be centered on your grounds for appealing, and should include your requested resolution (i.e. what outcome are you hoping for?).
- You have attached any supplementary documentation/information, including a copy of your decision/outcome letter.

All appeal request forms must be submitted to the Manager, Residence Life or designate, within (5) business days of the date of the decision letter. You will be contacted within 5 business days of submission of your Appeal Request Form for information regarding its' status.

In the event that you have any questions or concerns about the appeal process, or this form, please contact Dorcas Mensah, Manager, Residence Life at d.mensah@utoronto.ca.

FOR OFFICE USE ONLY:

Received by: _____

Date: _____