APPEAL – LENGTH OF STAY ELIGIBILITY EXPIRED

INFORMATION:

Residents who find themselves in adverse circumstances and feel that their situation is exceptional may submit an appeal to the Room Assignments Coordinator. To be considered, the appeal must be submitted a minimum of 45 days before the scheduled move out day. You will be notified of the decision, in writing, within 10 business days of your submission.

Appeals should be made on specific grounds, i.e. medical, financial, academic need, family emergency, etc. Answer all questions thoroughly. Detailed documentation to support your case is required (i.e. a detailed physician’s letter if you are appealing based on medical reasons; a letter from your professor if you are appealing based on academic reasons; etc.) All documentation provided by the appellant will become the property of the SFU’s Residence & Housing Office and will be treated as confidential. If you require assistance in preparing your appeal, contact the Student Ombudsperson at 778-782-4563.

- The maximum amount of time a resident can renew housing within any area of the residence community is 12 terms. If the resident has lived in residence in another building, while completing a previous academic program, on a different campus, and/or for non-consecutive terms those terms are included in the 12 terms limit.

Check that you have included these three parts for your appeal:

1. Your letter stating why you feel you deserve priority over other students applying for housing at Simon Fraser University. Include everything that may help your case. Please include: what stage you are at in your education at SFU and when you plan to graduate from SFU.

2. The Appeal Form

3. Letters and documentation supporting your reason for the appeal (i.e. a detailed physician’s letter if you are appealing based on medical reasons; a letter from your professor if you are appealing based on academic reasons; etc.)
APPEAL FORM

Submit this form and all supporting documents to the Assignments Coordinator in the Residence and Housing Office. Ensure you have read all the information in this package.

Name: ___________________________ Student ID Number: _______________________

Building/Room #: ___________________ Daytime Phone Number: _____________________

Check One:
☐ Grad Student
☐ Undergraduate
☐ Other [specify] ____________________________

Are you attending SFU on a student VISA?
☐ Yes [supply a photocopy of your VISA]
☐ No

How many terms have you lived in Residence [include all buildings]: ______

What type of accommodation are you appealing?
☐ Studio
☐ 2-bedroom
☐ Traditional single room [undergraduate]

Expected Graduation Date: ________________

State your grounds for your appeal [e.g. medical, financial, academic, etc.] You must attach supporting documents as a reference explaining these grounds [e.g. detailed physician’s letter if for medical reasons]

___________________________________________________________________________

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Note: All information contained in this package will be held in confidence.

DECLARATION: I declare that all information supplied herein is complete and true to the best of my knowledge

signature of resident: ___________________________ date: _____________________