



NOTRE DAME  
OF MARYLAND  
UNIVERSITY

Residence Life Office

## Room Damage Appeal Form

The Residence Life Office at Notre Dame of Maryland University believes in the value of a residential experience as a 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. 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 8.B of the Housing and Board Agreement addresses the issue of damages:

“The student is responsible for damage beyond normal wear and tear to University property. At check-in, each student is given a Room Condition Report. The Room Condition Report is to be completed together with a Residence Life staff member, describing the condition of the licensed space. Before the student leaves the licensed space, this form will be used by a staff member, sometimes in the company of the student, to assess the condition of the licensed space. The resident assumes responsibility for the condition of the room at check-in. Pre-existing conditions should be noted on the room Condition Report at the time of check-in. All students are to complete the Room Condition Report. If a Room Condition Report is not completed, the resident forfeits the right to contest any damages that may be found. Any discrepancies not attributable to normal wear and tear will be charged to the student. A student who fails to check out and leave their room surfaces, furnishings, fixtures, and appliances clean and clear of debris will be assessed a cleaning fee, in addition to the cost of damages or losses attributed to them.”

**The room inspection process is completed after all students have checked out.** This process is a joint effort between the office of Residence Life, Office of Information Technology, and the Facilities Department. Original check in condition is obtained by reviewing the room Condition Report completed upon check in with the office of Residence Life. The check out condition of the room is noted on the RCR during inspection. **The resulting charges to your student account are for 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, 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.**

**Please note:**

- The appeal process deadline is 15 days from the invoice date. All appeals submitted after this 15 day period will not be considered unless there are extenuating circumstances.
- Appeals will not be accepted via telephone or an informal email. This form must be submitted for all appeals to the office of Residence Life.
- All appeals will receive notice via e-mail within four weeks regarding the status of their appeal. The decision of the appeal is final and cannot be appealed. Please make sure all information and/or documents are submitted with your appeal.
- A hold may be placed upon your student records if an appeal and/or payment is not made by the indicated deadline.

Instructions: Fill out the attached form electronically via an e-mail attachment to [residencelife@ndm.edu](mailto:residencelife@ndm.edu) or by standard mail to the address listed below. If you are submitting your appeal via mail, please include the completed Appeal Form, a copy of your billing statement from Student Accounts, and supporting documentation.

**Residence Life Office  
Notre Dame of Maryland University  
4701 N. Charles Street  
Baltimore, MD 21210**

**Student Information**

Student's Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

NDMU E-mail Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

I am disputing a charge for the following semester (please check): \_\_\_\_\_ Fall 20\_\_\_\_ (Year)

Disputed Damage Location: **DOYLE** or **MELETIA** \_\_\_\_\_ Spring 20\_\_\_\_ (Year)

Room #: \_\_\_\_\_

My appeal is based on the following: \_\_\_\_ Damage believed to be normal wear and tear. \_\_\_\_ Duplicate charge. \_\_\_\_ I was not a student at the time.

**Before submitting this form, please review the list of circumstances that are not considered grounds for an appeal. Please see specific listed instructions and/or information listed for each:**

\_\_\_\_\_ **My roommate did it.**

*According to our records, there is no responsibility form on file; therefore all charges are dividied equally amongst roommates or suitemates, as applicable. If you feel the charges are the responsibility of a roommate or suitemate, please contact them directly. If the individual contacts Residence Life at [residencelife@ndm.edu](mailto:residencelife@ndm.edu) with written permission to move the charge from your account to their account, Residence Life will be able to move the damage charge.*

\_\_\_\_\_ **I was told there was no damage when I checked out.**

*The Room Condition Report is completed by a Professional Staff member AFTER students have checked out and the Residence Halls are closed. In order to avoid confusion on the matter, we state this in the Closing Newsletter that is delivered to student and in the litters mailed to parents containing pertinent information regarding closing procedures, dates, and times. This is also covered in both the mandatory closing and damage billing meetings held in the residence halls. During check out, the staff will only check whether keys have been returned.*

\_\_\_\_\_ **I returned my keys after I moved out.**

*The Room Condition Report that was completed and signed by you and a Community Advisor at check out indicated no keys were returned at the time of departure. Consequently a lock change has taken place at the cost (\$\$\$\$) Keys MUST be returned at the time of departure.*

**Clearly write a statement with the grounds for your appeal:**

(You may attach a typed document to this form in replacement of this section.)

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_