

2024 Door Breach Appeal Form



Name:

Student Number:

Residence:

Room Number:

Telephone:

Email address:

Date of door breach:

Amount of door breach fine:

On submission of the completed Appeal form, a detailed and relevant written statement with supporting documentation that clearly demonstrates the basis for the appeal must be submitted. All fees must be paid regardless of the appeal status. If your appeal is upheld the relevant fees will be refunded.

Signature:

Date:

Procedure

Student Living charges/fees form part of a legal contract between the University and the Student Occupancy Agreement. In all cases, Student Living will follow standard procedures when imposing charges/fees.

Supporting Evidence

Supporting evidence/documentation must be provided and must be verifiable. For examples of suggested supporting evidence please see [here](#).

Appeal Instructions

1. The door breach appeal must be lodged using a Door Appeal Form together with a detailed and relevant written statement and supporting documentation that clearly demonstrates the basis for appeal.
2. All appeal documentation is to be scanned and emailed to studentliving-appeals@newcastle.edu.au within 14 days after the receipt of charge notification from Student Living. When sending your appeal, please write the following in the subject heading of your email: Your Name - Student Living Appeal. Please note: it is the responsibility of the student to provide all relevant documentation at the time of lodging the appeal. If there is documentation you are unable to provide within the above timeframe please provide a list of these documents with your appeal and the reasons for their unavailability.
3. The appeal will be considered and students will receive an outcome via email. Please note: the fees will be added to your account before the appeal review takes place. Should your appeal be upheld, the value will be credited to your account.

Please note the following conditions:

- The appeal must be submitted within 14 days after the receipt of the charge/fee notification from Student Living.
- Supporting documentation will assist the evaluation of your appeal.
- You may only submit one appeal for each charge/fine that has been applied.
- If any additional information is required about your appeal, you will be contacted. You will not be able to expedite, or influence the appeal process by telephoning, sending emails or other communications to support your appeal once it has been submitted. You are requested to refrain from doing so.

Privacy - Personal information collected on this form or supplied by you will be treated as confidential and in accordance with the Privacy and Personal Information Protection Act 1988, and the University's Privacy Management Plan. The information is used for the purpose of assisting Student Living to make an informed decision on your application.

**STUDENT
LIVING**

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