

**University of Northern Iowa
Hillside-Jennings Apartments, Department of Residence
Notice of Contract Termination Appeal Request**

In accordance with the *Hillside-Jennings Apartments Contract Termination Appeal Policy*, if a contract holder's contract is terminated by the University and/or The Department of Residence for reasons other than discipline/conduct, the contract holder has the right to an appeal.

This appeal needs to be requested by the contract holder, in writing, by completing this form and submitting it to the Hillside-Jennings Apartments Office within three (3) business days from the date of the Notice of Non-compliance, Notice of Contract Termination and/or Notice to Quit.

The contract holder will be contacted to schedule an administrative hearing with the Residence Life Coordinator once this form has been returned to the Hillside-Jennings Apartments Office. The following are the reasons for which an appeal can be made. Indicate your reason for requesting review of your appeal and provide factual substantiating information for each reason selected.

- Evidence of procedural errors and/or procedures not being followed
- Evidence that contract termination is not appropriate or is excessively severe
- New information not known or available at the time of the contract termination being issued

Please note that reasons for appeal do not include the stress, expense/cost, and inconvenience of relocation, disruption to studies; separation from friends; lack of familiarity with the rules or terms & conditions of the contract; good character; or a personal commitment to rectify the violation and/or behaving better in the future.

Print Last Name: _____ Print First Name: _____

Address: _____ Email: _____

Phone: _____ UNI ID #: _____ Date: _____

By signing below I understand and acknowledge that the decision of the Contract Appeals Committee is final and binding, there are no additional routes of appeal.

Signature: _____

Please explain the basis for why you are appealing the contract termination issued to you and provide factual substantiating information.