



Cal Poly Pomona Foundation, Inc.  
3400 Poly Vista, Building 300  
Pomona, CA 91768

(909) 869-4242 ph  
(909) 869-4155 fx  
village@cpp.edu

## Appeal to Charges

In order to appeal a charge made to a University Village account you must email a written Appeal to Charges to Regina Allison, the Associate Director of the University Village. The following information describes how to submit a written appeal.

Appeals must contain the following basic information:

- Your full name as it appears on your University Village License Agreement
- Your Student ID Number
- Current Apartment Number (if you still reside at the Village)
- Contact Phone Number
- Description of the charges you are appealing
- Date charges were made
- The location of the charge (if different than your current apartment)

Additionally, in your own words please provide detailed answers to the following:

- What are the circumstances regarding this charge?
- Why you are appealing this charge?
- What action are you requesting?
- Any additional information you feel is relevant to the appeal

Please email all of the above information to the Associate Director of Housing, Regina Allison, at [rkallison@cpp.edu](mailto:rkallison@cpp.edu). Appeals without the above information cannot be considered. Your appeal will be evaluated and a response will be sent to the email address the appeal was submitted from.

Please note the following:

- Appeals must be submitted with 30 days of the charge date.
- Every student is allowed one appeal of an administrative decision.
- All appeals must be made in writing through email.
- Please allow 7-10 business days for a decision on your appeal.