



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

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

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

## Appeal to Charges Form (Form #UV04011)

To appeal a charge made to a University Village account you must complete this form and submit it to the University Village Front Office or email [village@cpp.edu](mailto:village@cpp.edu).

**Please provide the following required information:**

Full name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Current apartment (if you still reside at the Village: building-apartment-room): \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Description of the charges you are appealing: \_\_\_\_\_

Amount of Charge: \_\_\_\_\_

**Additionally, please provide detailed answers to the following. If you need more space, please use the back of the form.**

What are the circumstances regarding this charge? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why are you appealing this charge? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any additional information you feel is relevant to the appeal: \_\_\_\_\_

\_\_\_\_\_

**See back for additional information.**



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**Please note the following:**

- Appeals must be submitted within 30 days of the charge date.
- Every resident is allowed one appeal per charge.
- Please allow 7-10 business days for a decision on your appeal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

All appeals require University Village approval. **Appeals without the required information cannot be considered.** Your appeal will be evaluated and a reply will be sent to the email address that you provide above.

-----**Office Use Only**-----

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason \_\_\_\_\_

Approver's Name \_\_\_\_\_

Approver's Signature \_\_\_\_\_ Date \_\_\_\_\_