

Housing Agreement Early Termination Fee Appeal

First Name: _____

Last Name: _____

DMACC ID#: _____

DMACC Email: _____

Required Steps: In order to appeal your housing agreement termination fee, you must complete the following steps:

1. *Submit written notification of your intent to leave housing before the terms of the agreement are complete to Housing Director, Nic Mishler nqmishler@dmacc.edu.*
2. *Contact your building housing assistant to schedule move out date.*
3. *In an attached letter, please explain in detail the circumstances that contributed to your early move out and include any documentation that may help support your unique situation.*
4. *Submit your letter, this form, and any additional documentation to Nic Mishler at nqmishler@dmacc.edu.*

Review Procedure: All requests are reviewed by a committee. Students are contacted via DMACC email with approval or denial of the request.

1. The \$850.00 early termination charge will be placed on your account until the review has been completed.
2. If the request is approved, removal of the early termination charge can take up to 3 business days.

Student Signature: _____ **Date** _____

Deadline for mid-year departure appeal is: January 5th, 2023 at 4:00pm

*The committee will meet to review appeals on January 6th, 2023.

*Mid-term departures will be given a specific deadline by the housing director.