



## Dormitory Appeal for Cowley College Housing

This appeal is to be completed by the student which holds a contract with Cowley College Housing.  
Please print clearly and complete all of the steps.

Name: \_\_\_\_\_ Cowley Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

Street or PO Box

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Are you currently on scholarship for any department:  Yes (list) \_\_\_\_\_  No

I am appealing the:  Dorm break fee (\$500) or  Other: \_\_\_\_\_

I plan to move out of the dorms (when): \_\_\_\_\_

I do not plan to continue my education at this time:  Yes  No

I plan to continue my education (where): \_\_\_\_\_

**Note:** We will mail the result of the appeal to the address above.

If the address is international, please provide an e-mail address which we can send the letter to.

### Steps You Need to Take

**Step 1:** Notify your dorm manager and housing director that you will be leaving the dorms. (If applicable)

**Step 2:** Write an explanation indicating why you feel the decision should be adjusted in your situation (on a separate sheet). Include any and all appropriate documentation to support your explanation including physician statements, statements from other professionals, etc.

**Step 3:** Submit this form, along with the written explanation and appropriate documentation to:  
Cowley College  
Executive Director of Student Affairs – Kristi Shaw  
125 South 2<sup>nd</sup>  
Arkansas City, KS 67005.

**Step 4:** Make sure you properly check out of the dorms to prevent additional charges. (If applicable)

I verify that the information provided in this appeal is true and accurate.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date