



University College Dublin

Residential Services

Booking Deposit Appeal Form

Any resident shall have the right to lodge an appeal to UCD Residences if they are not satisfied that the booking deposit refund policy was properly followed or if they feel there are extenuating circumstances. Appeals must be lodged within 30 days of the date the cancellation was received.

Appeals should be addressed “*Booking Deposit Appeal*” and sent by email to residencefinance@ucd.ie with “*Booking Deposit Appeal*” and student number in the subject. The form should be sent from a UCD Connect email account. Appeal forms will only be deemed as formally received when physically delivered to the residencefinance@ucd.ie email box or physically received by post or hand and stamped in the Residence Finance Office.

Student Name			
Student Number		Telephone	
UCD Residence Address			
Email			
Signed		Date	
Date Room Cancelled			
Grounds for Appeal			
Supporting Evidence			

OFFICE USE ONLY

Residence Office	
Appeal submitted within 30 days Y / N	Evidence of extenuating circumstances Y / N
Date Room Booked	Recommendation
Date Room Cancelled	Refund / No Refund / Refund portion of deposit
Appeal Policy Followed Y / N	Amount to be refunded €
Reviewed By	Date form sent to Finance
Finance Office	
Date Received:	Processed by:
Final Decision:	Residences informed: