



University College Dublin

Residential Services

Fee/Charge/Fine Appeal Form

Internal Appeal

Any resident shall have the right to lodge an appeal to UCD Residences if following an informal investigation they are not satisfied with the reason a charge or a fine (lock out charge, late payment fee etc.) was imposed, or they feel a service paid for was not delivered.

A fine as a result of a breach of rules should be appealed using the Category 2 or Category 3 Appeal Forms.

Appeals must be lodged within 30 days of the resident being informed of the deduction if applicable.

Appeals should be addressed "Fee/Charge/Fine Appeal" and sent to by email to residencefinance@ucd.ie with "Fee/Charge/Fine Appeal" and student number in the subject.

Student Name			
Student Number		Telephone	
UCD Residence Address			
Email			
Signed		Date	
Fee/Charge/Fine being appealed:			
Amount of the Fee/Charge Fine:			
Grounds for Appeal			
Supporting Evidence			

OFFICE USE ONLY	
Date Appeal Received:	Received By:
Appeal Decision:	
Date Resident informed of decision:	Date refund processed, if applicable: