



## Appeal Form for Eviction from Student Residences

Please complete this form and submit it, in a clearly marked envelope, within three working days of the receipt of your eviction letter to:

**Residence Services Judicial Appeal Board**  
c/o Kathryn MacLeod  
Director of Residence Services  
Room 124, Craigdarroch Office Building

- The Residence Services Judicial Appeal Board consists of
  - Director of Residence Services (or designate)
  - One student representative
  - Two University Administrators (or designates)
- If any of the terms and conditions of the Residence Agreement are broken prior to the date of the eviction deadline, the resident will be immediately evicted.

### Process for Appeals of Evictions

1. A Resident is required to vacate the residence community by the deadline indicated in his or her Eviction notice. This requirement will not be altered except in cases where the Appeal Committee overturns the eviction, or modifies the deadline due to exceptional circumstances.
2. A Resident has three (3) University business days from the receipt of an Eviction notice to submit a completed appeal form to the Director of Residence Services (or designate). The appeal form is available online at <http://housing.uvic.ca/winter/standards.php>. The document must be clearly marked "Eviction Appeal" and delivered to the Residence Services Main Office in Craigdarroch Office Building.
3. A Resident may appeal the eviction on the following grounds only:
  - a. That there is clear evidence of a lack of procedural fairness and/or bias or unfair treatment in the process.
  - b. That there is new information available potentially rendering the original decision unreasonable in light of new evidence presented.
4. The Director of Residence Services (or designate) will call an Appeal Board hearing within five (5) University business days of the receipt of the appeal form.
5. The Appeal Board will consider the appeal form submitted by the resident, as well as any other relevant documents and reports. The Appeal Board may also choose to interview the resident, and/or other individuals with information relevant to the eviction decision.
6. Once the Board has met and made a decision, the resident will be informed of the decision in writing within 24 hours (one full business day) of the meeting.
7. The decision of the Board is final and not subject to further appeal.

**Contact Information**

Name \_\_\_\_\_ Student Number \_\_\_\_\_

Residence Address \_\_\_\_\_

Home Address \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Appeal Information**

1. Please state the reason you were evicted from Student Residence, as indicated in your Eviction notice.

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\_\_\_\_\_  
\_\_\_\_\_

2. Summarize the basis for your appeal of this eviction. You must provide evidence that you have grounds for appeal based on one or more of the items indicated on page 1.

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3. Outline any steps you have taken to resolve the issue (Reference specific dates and details).

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4. Describe the outcome that you seek:

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5. Are there any documents that you wish us to consider? (Documents might include letters of apology or reflection from the resident, or medical documentation if pertinent).

Yes                  No

If yes, please enclose the documents with this form.

**I hereby affirm that the information on this form is an accurate description of the circumstances which led to this appeal.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Received by Residence Services, University of Victoria, on: \_\_\_\_\_