

The Office of Residential Life & Exploration's appeal processes are designed to offer students the opportunity to appeal a decision made through the scope of the processes outlined below.

Damage Billing

During a student's assigned time in a residence hall space, damage to furniture and spaces may occur willingly or unwillingly. In the instance that a student is billed for damages, the student is welcome to appeal this billing action.

- Students billed for damage will be notified via their Rollins email by a Residential Life & Explorations Area Coordinator of the reason for the damage bill (including pictures and description) and the amount billed.
- Students can appeal a damage bill. To appeal a bill for damage, students must fill out the Damage Billing Appeal form by the deadline outlined in their damage bill notification. A link to the appeal form can be found [HERE](#).
- Appeals will be reviewed by a committee of RLE staff and will be processed within 10 business days of receipt. The outcome will be communicated to the students via their Rollins email.
 - If the appeal is granted, the damage bill may be partially or fully refunded, depending on review of the issue. If the appeal is denied, then the full cost of the damage will be applied to the student's account. Once issued, appeal outcomes are final.
 - Appeals submitted after the deadline in the initial billing notification will not be considered.

Residency Requirement

As outlined in the Housing Agreement, Rollins College has a 3-year live on requirement for all full-time College of Liberal Arts students. All students are expected to live on campus, however, students whose primary address is within a 50-mile radius of campus can request to live off campus at their primary address with their parent/guardian. Exceptions to the residency requirement are as follows:

- Students over the age of 20 at the point of enrollment.
- Military veterans.
- Married students.
- Students with legal dependents.

Students who wish to be exempt from the residency requirement will need to submit a Housing Exemption Request via MyRollins.

- Students who submit a Housing Exemption Request will be notified of the outcome via their Rollins email. If the student's Housing Exemption request is denied, then the student will have the opportunity to appeal the decision.
- To appeal, students must submit the Housing Exemption Denial Appeal form by the deadline outlined in their Housing Exemption Request outcome letter. A link to the appeal form can be found [HERE](#).
- Appeals will be reviewed by a committee of RLE staff and will be processed within 10 business days of receipt. The outcome will be communicated to the student via their Rollins email.
 - If the appeal is granted, the initial exemption request will be granted. If the appeal is denied the student will not be exempted from the residency requirement and will be required to live on campus for the remainder of the requirement they need to fulfill. Once issued, all appeal outcomes are final.
 - Appeals submitted after the deadline outlined in the outcome letter will not be considered.

Requests to Remain in Housing (after dropping below 12 credits)

All CLA students living in on-campus housing must be enrolled in at least 12 credit hours (full-time) each semester at Rollins College. Students who drop below or are planning to drop below full-time status must request to stay in on campus housing.

- Prior to dropping below full-time status, students should fill out the Request to Remain in Housing form. The form can be found [HERE](#).
- Students will need confirmed support from their advisor for their request to be considered.
- Requests will be reviewed by a committee of RLE staff and will be processed within 10 business days of receipt. The outcome will be communicated to the student via their Rollins email.
 - If the request is granted, the student can stay on campus housing for the semester they are requesting. If the request is denied, the student must move out of housing once they drop below 12 credit hours. Once issued, all request outcomes are final.

Medical Housing Accommodations

The ADA Medical Housing Accommodation process is carried out by the Office of Accessibility Services in coordination with the Office of Residential Life & Explorations.

- Students who request accommodation through the accommodations process will be notified by the Office of Accessibility Services, via their Rollins email, of the decision. Students who disagree with their housing accommodation offer will have the opportunity to appeal the decision.
- To appeal, students must submit the Housing Accommodations Appeal form by the deadline indicated in the initial housing accommodation offer. A link to the appeal form can be found [HERE](#).
- Appeals will be reviewed by a committee of RLE & Accessibility Services staff. Appeals will be processed within 5 business days of receipt and the outcome will be communicated to the student via their Rollins email.
 - If the appeal is granted, the initial accommodation offer will be revised within the parameters outlined by the committee.
 - If the appeal is denied, the accommodations outlined in the original offer letter will be available to the student should they decide to accept the accommodation. Once issued, all appeal outcomes are final.
 - Appeals submitted after the deadline outlined in the housing accommodation offer letter will not be considered.