



University College Dublin

Residential Services

Deposit Deduction Appeal Form

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 deductions were made from their deposit.

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

Appeals should be addressed "*Deposit Refund Appeal*" and sent to Merville Residences, UCD Belfield or by email to residences@ucd.ie with "*Deposit Refund Appeal*" and student number in the subject.

Student Name			
Student Number		Telephone	
UCD Residence Address			
Email			
Signed		Date	
Did you submit your inventory survey following check-in?			
What date did you check-out of residence?			
If you checked-out before the last day of the licence, did you have your room checked?			
Grounds for Appeal			
Supporting Evidence			

OFFICE USE ONLY	
Date Appeal Received:	
Appeal Decision:	
Date Resident Informed of Decision:	Date refund processed, if applicable: