



## Appeal Form for Eviction from Student Residences

Please complete this form and submit it, in a clearly marked envelope, within three (3) working days of the receipt of your eviction letter to:

**Residence Services Judicial Appeal Board**  
c/o Director Residence Services  
Room 206, Craigdarroch Office Building

- The Residence Services Judicial Appeal Board consists of:
  - Director of Residence Services (or designate)
  - Two student representatives
  - 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 may appeal the eviction on the following grounds only:
  - a. There is clear indication of a lack of procedural fairness and/or bias or unfair treatment in the process
  - b. Relevant information has emerged that was not available at the time of the original decision
  - c. The severity of the sanction imposed reasonably exceeds the nature of the misconduct
2. To initiate this process, please complete the appeal form available at <https://www.uvic.ca/residence/assets/docs/EvictionAppealForm.pdf>. The document must be clearly marked "Eviction Appeal" and be delivered to the Residence Services Main Office in Craigdarroch Office Building or emailed to [resappeals@uvic.ca](mailto:resappeals@uvic.ca). The Manager, Resident Support will contact you via email to arrange an optional appeal process orientation meeting.
3. 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.
4. 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.
5. You will be informed of the decision of the Appeal Board within 24 hours.
6. 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.
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: \_\_\_\_\_