

# ALGOMA UNIVERSITY RESIDENCE FINE APPEALS POLICY

**RESPONSIBILITY:** Housing Coordinator

**DATE:** September 2013

## **PURPOSE:**

Residence students and residence staff have a responsibility to ensure the rules of the residence are being followed. These rules are established to encourage a safe and respectful community for everyone living in the residence facilities.

Issuing fines is one method of ensuring the Residence rules and procedures are being observed.

This policy was drafted to provide an opportunity for students to appeal a fine in which they believe was issued unfairly. The policy outlines the steps that a student living in residence may take in order to appeal a fine.

Only fines over \$50 can be appealed.

## **PROCEDURE:**

The student must fill out the “Residence Fine Appeals Form” and give it to the Housing Coordinator. Appeals by telephone or email will not be taken into consideration. Appeals can be submitted up to 3 days after the fine has been given. Any appeals received after that date will not be considered. It is recommended that the student keep a copy of the form that they submit. A fee of \$25 (cash only) must accompany the completed appeals form. This fee will be refunded if the applicant is successful with the appeal.

Once the Housing Coordinator has received the Residence Fine Appeals Form, it will be sent to the Residence Appeals Committee.

The Residence Appeals Committee will conduct a panel interview with the student(s) involved and staff person who issued the fine, independently. All members of the committee must be present. The Residence Appeals Committee will also interview any identified witnesses. The Residence Appeals Committee will record the proceedings of each session to ensure that there is no confusion when discussing the issue afterwards. The Residence Appeals Committee must take minutes at every meeting, and all documentation and correspondence will be stored in a central location for one calendar year and then destroyed.

Once the Residence Appeals Committee has reviewed the issue they will make a decision and forward it in writing to the Housing Coordinator and the Director of Ancillary Sales and Operations within 48 hours. The student will be informed by the Housing Coordinator within two business days of what the final decision is, and what steps are to be taken by the student.

If the student feels that proper procedures were not met by the appeals committee they may contact the University Ombudsperson if they wish.

## **MEMBERSHIP**

The Residence Appeals Committee will consist of five members. The committee will consist of:

- A Residence Advisor who was not involved with the issuance of the fine,
- a member from Residence Council, (acting Chair)
- the Algoma University Student’s Union Residence Representative
- two elected students that live on residence.

The two students will be selected at the beginning of the year through a competition process from each the Downtown Residence, Townhouses and Dorms. If any member of the appeals committee feels that they are in a conflict of interest they are to immediately remove themselves from the proceedings of the appeal process. The Residence Council member is to Chair the meetings and is to ensure that the process laid out in this policy is followed correctly. All the members will have voting rights.

## **POLICY PLACEMENT:**

The policy is to be placed in the Algoma University Residence Handbook, as well to be posted in every residence Building (Downtown, New Dorms, and Quad).

## **OTHER**

The appeals committee may make recommendations in regards to policy and practices of Residence.

