

Information Technology (IT Services) Technology-Enriched Learning Environment Laptop Charges Appeal Request

Student Information	Student Name:		Student Banner #:		
	Program:		Year:		
	Phone:		Email:		
	Charge:	Damage		Late Return	
	Back up documentation attached:		Yes	No	
	Reason for Appeal:				
Signature				Date of Appeal: YY/MM/DD	

For IT Services Use Only

Results of the appeal:				
Date applicant was communicated to:		YY/MM/DD		
Method of communication used:	In person	Phone	Email	
Authorized by:				