

Contract Amendment Appeal Process

Students who live on campus and wish to have their housing contract amended must submit a written explanation for why they wish to amend the contract.

Appeals must include the following information:

- Name
- 9-digit ID number or SSN
- PO Box number / Current mailing address
- Narrative explaining the rationale for why you are requesting to have the contract amended. If no explanation is included, the appeal will be considered incomplete and returned to you.

If your appeal is to live with your immediate family or a spouse, please include:

- The mailing address for the location at which you will be residing;
- The name of the parent/guardian with whom you are living OR a copy of the marriage certificate;
- A letter supporting the request from your parent/guardian.

Steps in Appeal Process

1. Student submits appeal to:

Macon State College

Attn: Office of Residence Life

100 College Station Dr.

Macon, GA. 31206

2. Appeal is reviewed by the Residence Life Appeals Committee.
3. Student is notified of results of the appeal within 14 days of receipt of the application.

Questions regarding the appeal process may be directed to: residencelife@maconstate.edu