



University of Texas Libraries
THE UNIVERSITY OF TEXAS AT AUSTIN

Library Charges Appeal Form

Date Submitted _____

An appeal based solely on inability to pay or disagreement with the fine structure will not be considered. Appeals must be filed within one semester from the end of the semester for which the charges were assessed. The decision of the Library Appeals Committee is final and may not be further appealed.

PLEASE PRINT OR TYPE

Mr.

Student

Ms.

Faculty / Staff

UT EID

STREET ADDRESS (DEPT / MAIL CODE IF FAC / STAFF)

EMAIL

CITY/STATE/ZIP

PHONE _____

Provide specific details about which charges your are appealing. If possible, attach a copy of the bill or statement of charges (library circulation staff can provide a substitute copy), with the charges you are appealing clearly marked. In your appeal, explain why you believe that these charges should be adjusted or canceled. If you are claiming extenuating circumstances, you must provide appropriate documentation. Please attach a sheet if you need additional space.