STUDENT HOUSING & RESIDENCE LIFE

DAMAGE / CHARGE RECOVERY FORM

SAAS CODE

RESIDENCE:

STUDENT NUMBER	**SURNAME**	**INITIALS**	**ROOM / FLAT NUMBER**

TYPE OF CHARGE *(eg. damage, excessive cleaning, etc)*	**REFERENCE** *(ie WR, call centre ref no, etc)*	**DETAILS** (ie. details of charge, description of damage, etc)	**AMOUNT** Rs	C's
1.				
2.				
3.				
4.				
5.				
6.				
7.				
TOTAL				

STUDENT	DATE	RFO/RFA	DATE	WARDEN	DATE	SCRF/MAINTENANACE	DATE	SAAS	DATE