



OGLETHORPE
UNIVERSITY

Office of Greek Affairs

Invoice for Greek Housing Damage

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|-----------------|--|
| Chapter | |
| Account | |
| Invoice Date | |
| Amount Due | |
| Amount Due Date | |

Description of Damage:

Payment Policy:

- If the bill is not paid within 30 days, the Office of Greek Affairs will schedule a conference call with the chapter advisor or house corporation advisor and the chapter president.
- If the bill is not paid within 60 days, the Office of Greek Affairs will contact the chapter's national office.
- If the bill is not paid within 90 days, the cost will be divided amongst all active members of the chapter and will be added to the student's account.

Appeal Policy:

- A written appeal about a damage invoice must be submitted by the 10th of the month to the Office of Greek Affairs, who will in turn meet with the Office of Residence Life to make a determination about the appeal within 10 business days. To appeal, an individual, chapter, and/or housing corporation must document why they believe there was an error in the charge, i.e. the charge was wrong or they are not responsible for the damage.