



# TUITION FEE APPEAL

**\*\*\* IMPORTANT INFORMATION YOU SHOULD KNOW \*\*\***

**Appeals dating back more than one regular session will not be considered**

**Before deciding to file a tuition fee appeal it is recommended that you contact a student advisor at your faculty office to discuss your circumstances and appropriate action. Alternatively, you may wish to speak to a representative in the Student Advocacy Office, 519 University Centre, Telephone 474-7423.**

When completing the tuition fee appeal form, please be as precise as possible when describing your reasons for the appeal (i.e. people spoken to, dates of occurrence). You must have withdrawn (VW) from the course(s) before filing your appeal. Authorized withdrawals (AW) may only be considered and/or granted by your faculty and not the Registrar's Office. The Registrar's Office will still consider tuition fee appeals even if you are not granted an authorized withdrawal(s).

**Not being aware of regulations, VW or refund deadline dates and similar published information are not grounds for appeal.**

**You MUST submit all relevant supporting documentation WITH your Tuition Fee Appeal, regardless of whether it has been previously submitted to your Faculty.**

The following examples would be considered valid reasons for filing an appeal (though not exhaustive) with appropriate documentation:

## **Medical Grounds**

Appropriate and persuasive documentation such as a medical certificate will be required. Medical grounds include psychological problems documented by a professional psychologist or psychiatrist.

## **Compassionate Grounds**

The citing of the death of a family member, close friend or unusual circumstance will be considered on an individual basis with appropriate documentation.

## **Relocation**

Relocation due to employment commitments of the student, spouse, parent or guardian with appropriate documentation from the employer.

## **Military Commitments**

Unforeseen military commitments that will interfere with studies will be considered with appropriate documentation from the individual's commanding officer.

## **Late Evaluation of Transfer Credit**

When transcripts from other universities and/or colleges have been submitted with a student's application for evaluation of transfer credit towards a University of Manitoba program, and successful notification was received late by the student. Documentation from the faculty will be required indicating the transfer credit.