TUITION FEE APPEAL

IMPORTANT NOTES: Prior to submitting an appeal, you are encouraged to speak with your academic advisor to discuss your circumstances and appropriate action. You must have withdrawn from the course(s) (VW) or have obtained an authorized withdrawal (AW) from your faculty, school or college before filing an appeal; appeals will not be considered for courses that have received final grades. Appeals dating back more than one academic year will not be considered. You may wish to consult with the Student Advocacy Office prior to submitting your appeal.

STUDENT INFORMATION

Given Name(s): ______________________  Surname: ______________________

Student Number: ______________________  UofM Email: ______________________

Note: All communication regarding tuition fee appeals will be sent to your UofM email account.

APPEAL INFORMATION

I am appealing the following:

☐ Late Registration fee(s) for the following term(s): ___________
☐ All tuition fees for the following term(s): ___________
☐ FGS Continuation Fees for the following term(s): ___________
☐ FGS Program Fees for the following term(s): ___________
☐ Tuition fees for the course(s) listed below:

Course: ___________  Term: [ ] Fall 20___  [ ] Winter 20___  [ ] Summer 20___
[ ] e.g. PSYC 1200

Course: ___________  Term: [ ] Fall 20___  [ ] Winter 20___  [ ] Summer 20___

Course: ___________  Term: [ ] Fall 20___  [ ] Winter 20___  [ ] Summer 20___

Course: ___________  Term: [ ] Fall 20___  [ ] Winter 20___  [ ] Summer 20___

Course: ___________  Term: [ ] Fall 20___  [ ] Winter 20___  [ ] Summer 20___

Appeal Explanation:

1. Attach a typed explanation of the reason for your appeal (1 page maximum), AND,
2. Identify which of the following reasons apply to your appeal, AND
3. Include all required documentation applicable to your reason for the appeal, as listed in the table below.

Note: Additional documentation may be requested, depending on the circumstances.

<table>
<thead>
<tr>
<th>Reason for appeal</th>
<th>Required documentation to submit with appeal</th>
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</thead>
<tbody>
<tr>
<td>☐ Medical Grounds: Medical Grounds include psychological problems documented by a psychologist or psychiatrist.</td>
<td>☐ Healthcare Provider Statement(s) (e.g. documentation provided by a physician, psychologist, psychiatrist, dentist, etc.)</td>
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<tr>
<td>☐ Critical Illness: Illness or death of an immediate family member or similar circumstance.</td>
<td>☐ Death Certificate/Obituary ☐ Healthcare Provider Statement(s) ☐ Proof of travel if required (i.e. Boarding Pass)</td>
</tr>
<tr>
<td>☐ Relocation: Relocation due to employment commitments of the student, spouse, parent or guardian.</td>
<td>☐ Proof of travel if required (i.e. Boarding Pass) ☐ Statement from employer</td>
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<tr>
<td>☐ Military Commitments: Unforeseen military commitments that interfere with studies.</td>
<td>☐ Document from Commanding Officer</td>
</tr>
<tr>
<td>☐ Late Evaluation of Transfer Credit(s): Evaluation of transfer credit towards a University of Manitoba program was received late.</td>
<td>☐ Statement of Transfer Credit</td>
</tr>
<tr>
<td>☐ Administrative Situation: Change of program, administrative error or oversight.</td>
<td>☐ Letter of support from program/Student Advisor</td>
</tr>
<tr>
<td>☐ Other: Unique circumstances that do not fall in the above categories.</td>
<td>☐ Documentation will be situation dependent</td>
</tr>
</tbody>
</table>

Signature: ______________________  Date: ______________________

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of processing your Tuition Fee Appeal. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.