



### 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 You must have withdrawn from the course(s) (VW) or have obtained an authorized withdrawal (AW) from your faculty, school or college before filing an appeal; appeals will not be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 are showing final grades. Appeals dating back more than three academic years will not be considered. If you need help, consult with the Student Advocacy Office prior to submitting your appeal.

**STUDENT INFORMATION:**

Last Name(s): \_\_\_\_\_ First Name(s): \_\_\_\_\_

Student Number: \_\_\_\_\_ U of M Email: \_\_\_\_\_

Communication regarding tuition fee appeals for current students will be sent to your UoM 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.

Additional documentation may be requested, depending on the circumstances

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

**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