

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 You must have withdrawn from the course(s) (VW) or have obtained an authorized withdrawal (AW) from your faculty, school or college before filing an appeal; appeals will not be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.

Active Offer: This PDF document is available in alternate formats upon request. If you require an alternative format, please contact: Registrar.Office@umanitoba.ca.

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 UofM email account.
APPEAL INFORMATION:
I am appealing the following: Undergraduate Fees Graduate Fees

Complete 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
Medical Grounds: Medical Grounds include psychological problems documented by a psychologist or psychiatrist.	Healthcare Provider Statement(s) (e.g. documentation provided by a physician, psychologist, psychiatrist, dentist, etc.)
Critical Illness: Illness or death of an immediate family member or similar circumstance.	Death Certificate/Obituary Healthcare Provider Statement(s) Proof of travel if required (i.e. Boarding Pass)
Relocation: Relocation due to employment commitments of the student, spouse, parent or guardian.	Proof of travel if required (i.e. Boarding Pass) and Statement from employer
Military Commitments: Unforeseen military commitments that interfere with studies	Document from Commanding Officer
Late Evaluation of Transfer Credit(s): Evaluation of transfer credit towards a University of Manitoba program was received late	Statement of Transfer Credit
Administrative Situation: Change of level in graduate program, administrative error or oversight.	Letter of support from program/Student Advisor
Other: Unique circumstances that do not fall in the above categories.	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. 204-474-7559), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2