



Student Fee Appeal

Students have the right of appeal. All appeals must be done in writing. Decisions are made by the appropriate body and are based on the information and supporting documentation provided in writing by the student.

Important Information:

- It is the student's responsibility to be aware of financial deadlines and withdrawal schedules. Not being aware of these deadlines is not grounds for a financial appeal.
- The deadline for submitting a financial appeal is six months after the end of the term in which the course was taken.

Student Name: _____ Student Number: _____

Permanent Address: _____

Email: _____ Program of Study: _____

Graduate Program Advisor / Supervisor: _____

I am appealing: Late Fee Reinstatement Fee Other Fee

For: Fall Term _____ Year
 Winter Term _____ Year
 Summer _____ Year

Name of course: _____ Course Number: _____

Name of course: _____ Course Number: _____

Name of course: _____ Course Number: _____

I would like to appeal on the following grounds:

- Medical Grounds – *Unanticipated onset of physical or psychological illness, condition or crisis.*
 Include: Documentation from physician or psychologist
 Written explanation of the grounds for appeal
- Compassionate Grounds – *May be related to unanticipated circumstances such as death of a family member, or other life crisis.*
 Include: Documentation explaining reasons beyond control of the student
 Written explanation of the grounds for appeal
- Procedural Grounds – *Error made by a staff member or department that resulted in fees being posted inappropriately.*
 Include: Written explanation of the grounds for appeal
 Supporting documentation

Send documentation to: Graduate Studies Admissions and Student Tracking Officer, Dagmawit Habtemariam, 1RC023B, d.habtemariam@uwinnipeg.ca

Office Use Only Date Received: _____

Result of the Appeal Granted Denied Partial ____ % Pending

Approved by: _____

Signature: _____ Date: _____