



# 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 by the student.

**Submission Deadline:** Six months after the end of the term in which the fees were charged.

**Note:** It is the student's responsibility to be aware of financial deadlines and withdrawal schedules. Ignorance of these dates is not grounds for a financial appeal.

**Note:** Appeals for Bus Pass and Health Plan fees must be directed to the UWSA by their internal deadlines.

## Student Information

**Student Name:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_

**Graduate Program:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

## Appeal Information

*Appeal Type*

**Term:** ☐ Fall ☐ Winter ☐ Spring/Summer **Year:** \_\_\_\_\_

**Fee(s) being appealed:**

☐ Tuition (Program Based) ☐ Tuition (Course Based)\* ☐ Incidental/One-Time Fees

☐ Late Fees ☐ Other Fees: \_\_\_\_\_

*\*Course Information – complete if and only if appealing course-based tuition fees*

**Course Name:** \_\_\_\_\_ **Course Number:** \_\_\_\_\_

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*Grounds of Appeal*

☐ Medical Grounds – *Unanticipated onset of physical or psychological illness, condition or crisis.*

If selected include:

- ☐ Documentation from physician or psychologist
- ☐ Written explanation of the grounds for appeal

Grounds of Appeal continued on page 2

*Grounds of Appeal Continued*

☐ Compassionate Grounds – *May be related to unanticipated circumstances such as death of a family member, or other life crisis.*

If selected include:

- ☐ Documentation explaining reasons beyond control of the student
- ☐ Written explanation of the grounds for appeal

☐ Procedural or Other Grounds – *ex. administrative error, governmental delays*

If selected include:

- ☐ Written explanation of the grounds for appeal
- ☐ Supporting documentation

Submit all documentation to [graduateadmissions@uwinnipeg.ca](mailto:graduateadmissions@uwinnipeg.ca) by the deadlines above.

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**Graduate Student Fee Appeal - Office Use Only**

Date Received: \_\_\_\_\_

Result of Appeal: ☐ Granted ☐ Denied ☐ Partial % \_\_\_\_\_ ☐ Pending

Explanation (if necessary):

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_