

Vancouver Campus

#100-602 W Hastings St, Vancouver British Columbia, V6B 1P2, Canada Tel. (604) 681 5815 Fax. (604) 681 5819 **Burnaby Campus** #101-4603 Kingsway, Burnaby British Columbia, V5H 4M4, Canada Tel. (604) 435 5815 Fax. (604) 435 5895

ADMISSIONS AND REGISTRATION APPEAL

The purpose of this form is to provide students with the opportunity to submit a formal appeal to the Registrar for policy exemption and other special requests related to Admissions, Student Records (including documentation, student information, academic standing, etc.), Registration, Transfer Credit and Graduation, or Financial Aid.

Student Name	Student ID	
Address	City	
Telephone #	Email	

Instructions:

- Briefly identify the purpose for the appeal, and describe the rationale (e.g. on what grounds should the appeal be granted?)
- □ Use the back of this form if more writing space is needed.
- Attach supporting evidence. Appeals submitted without evidence will not be processed.
- Submit this form with supporting evidence to the Office of the Registrar, in person or by email (<u>admissions@alexandercollege.ca</u>)

Students are notified of the outcome by email within 3-5 business days

What is the purpose of the appeal?

Why should it be approved?

Student Signature	Date

OFFICE USE ONLY (Please do not write in this area)		
Decision:		
Comments:		
Name (please print)	Signature	Date Signed
		Date Student Notified

Alexander College is committed to using personal information we collect in accordance with the Personal Information Protection Act (PIPA). By providing personal information on this form, you consent to have the College use the information solely for the purposes of providing academic and student support services. The full College policy is available online at http://www.alexandercollege.ca