



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 (admissions@alexandercollege.ca)

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