



Alexander College

Office of the Registrar

Email: registrar@alexandercollege.ca

Tel.: (604) 435-5815

Fax: (604) 435-5895

ADMISSIONS AND REGISTRATION APPEAL FORM

Request Details		
First Name	Last Name (family name)	Student ID Number
Telephone Number	Email Address	Have you attached supporting evidence? <input type="checkbox"/> Yes <input type="checkbox"/> No

What is the purpose of this appeal?

Why should it be approved?

Policy and Procedure



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.), Course Registration, Transfer Credit and Graduation, or Financial Aid. All decisions are final and will be reconsidered only with submission of new evidence.

Procedure

- 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

Student's Signature	Date (DD - MMM - YYYY)
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OFFICE USE ONLY

Decision	
Registrar's Signature	Date (DD - MMM - YYYY)