

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?								
			Yes		🗌 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 1. more writing space is needed.
- 2. 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) 3.
- Students are notified of the outcome by email within 3-5 business days 4.

Student's Signature

Date (DD - MMM - YYYY)

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

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.