

# Appeal for Late Withdrawal and Tuition Deposit Reduction

Responsible Authority:	Office the Registrar
Date of Original Policy Approval:	2015 – 10 – 06
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## PURPOSE

The appeal process is available to post-secondary and continuing education students who, due to extenuating circumstances, seek an exception to the current policy but did not comply with the College's partial refund deadline or academic penalty deadline.

The following appeals are available for consideration by the Appeals Committee in the Office of the Registrar:

- Appeal for Late Withdrawal
- Appeal for Tuition Deposit Reduction

This informal appeal process is administered by the Office of the Registrar.

Please see <http://www.georgebrown.ca/policies/appeals.pdf> for the formal College Academic Appeal process.

## SCOPE

All post-secondary and continuing education students.

## POLICY

The Appeals Committee within the Office of Registrar will consider appeal applications which are complete and signed by the student.

### 1. Expectations

- 1.1.** The student must submit the appeal within the established timeframes and include official documentation, including a letter of explanation, to substantiate the extenuating circumstances.
- 1.2.** The student is responsible for:
  - 1.2.1.** Abiding by the College's deadlines in addition to all academic and financial obligations related to the student's enrolment
  - 1.2.2.** Keeping records of all correspondence and transactions involving the student account
- 1.3.** The Appeals Committee, composed of representatives from the Office of the Registrar, will review each completed Appeal application and will communicate the decision, with reasons, to the student within the established timeline according to the receipt date of the appeal.
- 1.4.** Incomplete Appeal applications will be denied. Forms will not be returned to the student.
- 1.5.** Appeal decisions are final.

### 2. Eligibility

- 2.1.** In order to be eligible to file an appeal, the student must have experienced extenuating circumstance(s).

**2.2.** A letter of explanation, original forms [see section 3 of this policy] and all other supporting documentation must be submitted within the established timeframe [see section 4 of this policy]. Copies will not be accepted.

### 3. Appeal Forms

The student must ensure the correct appeal form is submitted with all supporting documentation to the Office of the Registrar within the established timeframe.

**3.1.** Appeal for Withdrawal form can be used to appeal to receive no academic penalty or for a tuition refund.

**3.2.** Appeal for Tuition Deposit Reduction form can be used to appeal for a reduced deposit to \$45 due to financial circumstances.

### 4. Timing

APPEAL FORM	SUBMIT APPEAL	DECISION COMMUNICATED
<b>Appeal for Withdrawal</b>	Appeals must be submitted within six (6) months of the term for which the appeal is submitted. For example, if the appeal submitted is for Fall 2021 (September – December 2021), the last date an appeal will be accepted for review is June 2022.	Within 4 – 6 weeks of receipt of the Appeal
<b>Appeal for Tuition Deposit Reduction</b>	By the deposit payment deadline published on the student invoice	Within 5 business days of receipt of the Appeal

### 5. Academic Forgiveness

Academic forgiveness is a process by which a student's academic performance prior to an absence may be expunged from the student's transcript. The basic purpose of academic forgiveness is to enable a former student to have a fresh start in his/her academic studies. Academic forgiveness is granted in specific circumstances based on application criteria described in section 5.2. Academic forgiveness may only be granted once, by authority of the Registrar.

#### 5.1 Eligibility

To be eligible, a petitioner must be absent from full-time studies for a minimum of three years.

#### 5.2 Application

A student must request academic forgiveness at the time of re-admission. The petitioner must:

- Make his/her request in writing to the Office of the Registrar, giving compelling reasons why he/she should be granted forgiveness
- Provide supporting documents for these reasons with the submission of the petition
- Maintain a GPA of 1.70 (diploma program) or 2.30 (degree program) in all terms in which the student is enrolled.

After appropriate consultation, the Registrar will notify the petitioner, in writing, of the decision to grant or deny academic forgiveness. The decision of the Registrar is final.