

WHAT?	This form is used for graduate students who wish to appeal outstanding fees due to missing the final deadline to drop courses or for late withdrawal from a course or program.
WHO?	The form must be completed fully with a detailed reason/explanation and including a completed medical statement (if applicable). If the appeal is for bereavement reasons, you must provide a copy of the newspaper notice, death certificate or documentation provided by the funeral director. Once complete, the form is submitted to SGPS Incomplete appeal forms will not be accepted.
WHEN?	The length of time for appeals to be processed is normally four to six weeks. During peak times, processing time may be longer.


Last name	First Name	Student Number

Program	Term	Email address
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Tuition refund is requested? Yes No

Are you completely withdrawing from the university? Yes No
(if no, please include the CRNs and course codes for the courses you are appealing below)

Please state below the reason for your appeal. Appeals based on medical reasons must be supported with a completed Ontario Tech University Medical Statement. If your appeal is for a course, please clearly indicated the CRN and course number in the information below. Attach a separate page if necessary.

 SIGN HERE	Student's Signature	Date
	NOTE: THIS APPLICATION WILL NOT BE PROCESSED UNLESS IT IS SIGNED AND DATED	

Dean of SGPS (or designate) Signature	Approved Denied Amount of Refund (if applicable)
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FOR OFFICE ONLY	
Processed by	Date