

Registration appeals are for **exceptional cases** that have impacted your ability to study and complete course requirements. If approved, the outcome could be a full or partial withdrawal, with or without a refund.

The following documents are required:

- A personal letter indicating why you are requesting the appeal and the desired outcome.
- Professional supporting documentation.

LAST NAME:		FIRST NAME:	
STUDENT NUMBER:		EMAIL:	

Have you applied for a registration appeal in the past? YES NO If yes, when? _____

Term and Course(s) you are requesting withdrawal from:

TERM	COURSE INFORMATION			
i.e. Fall 2020	SUBJECT:	ENGL	COURSE NUMBER:	1205
	SUBJECT:		COURSE NUMBER:	
	SUBJECT:		COURSE NUMBER:	
	SUBJECT:		COURSE NUMBER:	
	SUBJECT:		COURSE NUMBER:	
	SUBJECT:		COURSE NUMBER:	

If approved, this registration appeal could impact a number of things including but not limited to:

- **Student loans and scholarships** - If you have a loan or scholarship, contact Financial Aid & Awards
- **Student study permit** - If you are an International Student, contact the International Centre
- **Athletic eligibility for varsity sports** - If you are an athlete, talk to your coach and Financial Aid & Awards
- **Access to on campus resources** – Counselling Centre, Career Services, Housing & Other

Attach all supporting documentation with this form when submitting your appeal. Incomplete registration appeals will not be reviewed.

Once a decision has been reached, you will be notified via email. Please note the review process may take up to 30 days to complete. A copy of your registration appeal will be kept in your student file.

STUDENT SIGNATURE:		DATE:	
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Complete the form and email:
registration.appeals@smu.ca

ENROLMENT SERVICES:

RECEIVED:		STUDENT NOTIFIED:	
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