



a place of mind

**Enrolment Services** | Brock Hall  
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## Admission or Readmission Decision Appeal Form

To avoid processing delays, please write clearly and review your package before submitting it to ensure all relevant documents are included.

Applications are screened carefully by Enrolment Services in accordance with Senate and faculty admission policies. Applicants who believe that they have been unjustly denied admission or readmission to a program due to an error in process, or who believe they deserve special consideration due to mitigating circumstances can appeal this decision. For further information, Vancouver applicants please refer to the [Vancouver Academic Calendar](#), Okanagan applicants please refer to the [Okanagan Academic Calendar](#).

**Appeals on admission or readmission decisions will be considered on applications for the current year only and must be submitted within 14 calendar days of the date of issue on the notification of an admission or readmission decision.**

You will be charged an appeal processing fee of \$66.75. If your appeal is successful the appeal processing fee will be applied towards tuition. Refunds will not be issued if your appeal is not approved.

Please submit this form along with your complete appeal package and package at <https://webforms.students.ubc.ca/admission-decision-appeal>.

Please complete all fields in name, address and biographical details categories below.

### Name

Surname \_\_\_\_\_ Legal first name \_\_\_\_\_  
Middle name \_\_\_\_\_ Student number \_\_\_\_\_

### Contact information

Telephone (day) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_  
Email address \_\_\_\_\_

### Program choice that you are appealing

Choose a maximum of two programs for which you received an evaluation decision.

	Campus: Vancouver or Okanagan	Degree/diploma/certificate program (e.g. BA)
First choice		
Second choice		

*\*If you are appealing the decision to both your first choice and second choice programs, please ensure to state this in your "Letter of Appeal" outlining the reasons for your appeal.*

## Basis of Appeal

- ☐ I believe that there has been an error in processing my application
- ☐ I believe that there were mitigating circumstances unknown to the evaluator at the time of evaluation

Mitigating circumstances (check all that apply):

- ☐ Health-related circumstances - include the duration of your illness (start and end dates) in your Letter of Appeal
- ☐ Death of a family member
- ☐ Personal hardship that affected academic performance

## Mandatory information to include

- ☐ Letter of Appeal outlining the reasons for your appeal

Please check any additional information you are submitting:

- ☐ Medical notes
- ☐ Transcripts
- ☐ Letters of support
- ☐ Other, please explain: \_\_\_\_\_

I agree that any and all relevant information pertaining to my Admission Decision Appeal is hereby included in this package.

I agree that any and all information pertaining to my Admission Decision Appeal is true.

I agree that the processing fee is non-refundable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit your appeal package within 14 calendar days of the date of issue on the notification of the admission or readmission decision.

We understand that this is a challenging time for you and we are working to provide you with a decision as soon as possible.