

ADMISSION STATUS APPEAL FORM

The Admission Status Appeal Form allows applicants to appeal their admission status if an informal appeal to the Associate Registrar, Enrolment Services does not resolve their concerns. For more information, please refer to [Admissions Procedure](#) (Appendix 1, section 5).

The appeal must be submitted electronically (studentinfo@nwpolytech.ca) to the Registrar's Office within ten (10) business days of receiving a Notice of Denial of Admission. The Notice of Denial of admission and the response to the appeal is sent to the student's email. It is the student's responsibility to ensure their contact information is kept up to date through their myNWP account.

Part 1: Student Information

Student Name: (Last, First)	Student Number (optional):	Program:
Phone Number:	Email:	

Part 2: Appeal Package Requirements

The Admissions Status Appeal packages must include the following; incomplete packages will not be accepted:

- Admission Status Appeal Form
- Statement outlining the reason for the request
- Proof of discussion/decision of informal appeal from Associate Registrar, Enrolment Services (e.g. email)
- Supporting documentation (if applicable)
- Proof of \$50.00 Admission Status Appeal fee. Note: refundable only if admission status decision is overturned.

Additional information submitted to the Registrar's Office, after the initial package has been received, will not be accepted.

Part 3: Student Authorization

I hereby request an Admission Status Appeal of my notice of denial of admission.

- I understand that the decision of the committee is final and binding with no further right to appeal.
- I understand that the Admission Status Appeal process may take up to thirty (30) business days.

Name:

Student signature:

Date:

Part 4: To be completed by the Admissions Appeal Committee

Admission Status Appeal Review:

Decision: Uphold Admission Decision
 Alternate Admission Decision (explain)

Name:

Dean signature:

Date:

Part 5: To be completed by the Registrar

The Registrar will communicate the committee's decision to the student. A copy of the decision letter is to be kept as part of the student record.

Registrar signature:

Date decision letter sent to student: