



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

**The following documents are required:**

- A personal letter indicating why you are requesting the appeal and the desired outcome.
- Supporting relevant professional and other documentation to support your request.

<b>LAST NAME:</b>		<b>FIRST NAME:</b>	
<b>STUDENT NUMBER:</b>		<b>EMAIL:</b>	

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(S)

**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.

<b>STUDENT SIGNATURE:</b>		<b>DATE:</b>	
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**Complete the form and email:**

Office of the Registrar: [registrar@smu.ca](mailto:registrar@smu.ca)

**OFFICE OF THE REGISTRAR:**

<b>RECEIVED:</b>		<b>STUDENT NOTIFIED:</b>	
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