



Student Appeal

Broadway campus

1155 East Broadway, Vancouver, B.C. V5T 4V5

Downtown campus

250 West Pender St., Vancouver, B.C. V6B 1S9

p: 604.871.7000, option 8

e: records@vcc.ca

VCC.CA

Please email to records@vcc.ca or submit in person to the Registrar's Office at any VCC campus. Students enrolled in a Continuing Studies course or program will need to submit this form to the Continuing Studies Office.

- You will be notified of the decision in writing by mail or email.
- Appeals will be reviewed by the appropriate departments. All decisions are final.
- Students are encouraged to provide any documentation demonstrating circumstances which are unavoidable, unpredictable, and unpreventable. These circumstances may be medical, psychological, accidental, or personal.

1. Type of appeal

What policy does this appeal fall under? All VCC policies and procedures are available online at www.vcc.ca

- ☐ **Refund Appeal Policy**
(once a refund appeal has been submitted you will be removed from the course or program)
- ☐ **General Appeal**
(if your appeal does not fall under the policy above please select this option)

2. Personal information

Student ID

.....
Last name (family name)

.....
First name

Address

City

Province

Postal code

.....
Phone number

.....
Email

.....
Student signature

.....
Date

3. Complete all sections that apply to your appeal

.....
Program

.....
Course

.....
Term

.....
CRN

Grade received

.....
Instructor

Documents attached: ☐ Yes, number of pages

☐ No

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The information on this form is collected under the authority of the BC Freedom of Information and Protection of Privacy Act (1996) and is needed to process any changes in your student record. If you have any questions about the collection and use of this information contact the Registrar's Office.

4. Reason for appeal

Please provide any information and documentation that supports your request and establishes a timeline.

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5. What action(s) would you like to see taken?

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If more space is required, please attach additional pages.

Office use only

☐ Approved ☐ Denied

Comments:

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Administrator signature Date Processed