

Financial Appeal

Use this form to complete a Financial Appeal for any fees assessed by Brandon University.

Please use your BU email to submit this form, your written appeal details and any applicable documentation to FinReg@brandonu.ca

Financial appeals may take between 4-6 weeks for processing.

You will receive a confirmation of receipt of your appeal. Please allow sufficient time for processing before inquiring.

Academic Appeals have a separate process. If you are wanting to request a retroactive withdrawal from a course/courses or to appeal academic suspensions/withdrawals, academic deadlines, residency requirements, or other academic policies, please complete the [Academic Regulation Appeal Form](#).

Grade appeals follow a different procedure – consult the appropriate [Undergraduate Calendar](#) or [Graduate Calendar](#) for details.

STUDENT INFORMATION:

Last Name: _____ First Name: _____ Student Number: _____

APPEAL INFORMATION:

I am appealing all course related fees for the following term(s): _____

I am appealing course related fees for the following course(s):

Dept. No. (e.g. 62)	Course No. (e.g. 171)	Course Title (e.g. Intro Statistics)	Term	Session (e.g. 2023/2024)		
				Regular	Spring	Summer

Identify which of the following reasons apply to your appeal and attach a typed explanation of the reason for your appeal (1 page maximum):

Reason for Appeal: (Please note financial difficulties are not grounds for an appeal)	Required Documentation to SUBMIT with Appeal:
Medical Grounds Illness that affects your ability to complete your studies.	Healthcare Provider Documentation Documentation should only indicate the dates you were unable to participate and any specific restrictions you may have (if applicable).
Family Emergency Illness or death of an immediate family member or similar circumstance.	Death Certificate/Obituary Or Healthcare Provider Documentation
Student Registration Error You made some kind of error in your registration or discovered an error in how you attempted to submit your registration activity, leading to it not being processed as you intended.	Provide any relevant documented support (if applicable)
Administrative Error You made registration decisions based upon advice or information received from Instructors or Staff that caused your registration to be different than you would have intended.	Support from the appropriate department
Other Unique circumstances that do not fall into the above categories	Provide any relevant documented support (if applicable) Additional documentation may be requested, dependent on situation.

Further information on the process may be found by reviewing the [Financial Appeals Policy](#)

Signature: _____

Date: _____