



Admissions 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 at <https://webforms.students.ubc.ca/admission-decision-appeal>

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

Surname _____ Legal first name Middle name _____

Student number _____ Email Address _____

Phone Number _____ Secondary Phone number _____

Choose a maximum of two programs for which you received an evaluation decision. If you are appealing the decision to both your first choice and second choice programs, please state this in your "Letter of Appeal" outlining the reasons for your appeal.

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

Basis of Appeal - Check off all that apply

I believe that there has been an *error in processing* my application.

An *error in process* can be defined as an administrative error made by the university in the review of your application. Examples include missing transcripts, miscalculation of admission average. Appeals submitted on the basis of procedural error do not introduce new information into the admission decision; rather, your belief is that an error has been made with information that has already been submitted to the university. THE FIELD BELOW MUST BE FILLED OUT (MANDATORY) IF YOU CHECKED OFF THE ABOVE SELECTION.

Please describe the error that occurred that negatively affected your application to UBC:

I believe that there were *mitigating circumstances* unknown to UBC at the time of evaluation for admission.

Mitigating circumstances can be defined as significant personal circumstances or events that you believe had a negative impact on your application for admission. Examples include illness, death in the family, personal hardship etc.. Appeals submitted on the basis of mitigating circumstances must introduce new information into the admission decision. Appellants are strongly encouraged to submit documentation in support of mitigating circumstances. THE FIELD BELOW MUST BE FILLED OUT (MANDATORY) IF YOU CHECKED OFF THE ABOVE SELECTION.

Please describe the mitigating circumstance that negatively affected your application to UBC.

Checklist:

- Letter of Appeal outlining the reasons for your appeal (required)

Please check any additional information you are submitting:

- Medical notes
- Transcript
- Letters of support (Note: letters of support must specifically address the procedural error and/or mitigating circumstances that form the basis of the appeal)
- Other, please explain:

By signing below you confirm understanding of the following:

I agree that any and all relevant information pertaining to my Admission Decision Appeal is hereby included in this package. I understand that no separate or additional submissions will be considered.

I understand that the decision of the Senate Admissions Committee with regard to my appeal is final.

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

I understand that the appeal processing fee is non-refundable. However, successful appellants will have the processing fee credited to their UBC account.

I understand that appeals for admission that are submitted without conforming to the guidelines listed above will not be considered by the appeals review committee.

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. Please allow 10 business days for a response to your appeal.

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