



## Admission Revocation Appeal Form

To avoid processing delays, please write clearly and review your package before submitting it to ensure all relevant documents are included.

Confirmation of the conditions of admission offers are reviewed carefully by Enrolment Services in accordance with Senate and faculty admission policies. Applicants who believe that their conditional offer of admission has been unjustly revoked due to an error in the process or who believe that 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 revocations must be submitted within 14 calendar days of the date of the revocation decision email notifying that the offer of admission has been revoked.

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\_\_\_\_\_

**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, etc.. 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 the revocation decision email. 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.