

**ADMISSIONS DECISION
APPLICATION FOR APPEAL FORM**

TIME LIMIT: *If you've received a decision related to your admissions application and wish to appeal, you have ten (10) business days from the date you were notified to submit your appeal.*

Your complete appeal package must include the following:

- ☐ This form, completed and signed.
- ☐ A short letter addressing the reasons you were denied (2 pages or less).
- ☐ New documentation to support your appeal.

1. Applicant Information

Name: _____ CNC ID: _____

Email: _____ Phone: _____

2. Program Information

Program: _____ Intake year: _____

3. Grounds for Appeal

Please identify the ground(s) for your appeal:

- ☐ A mistake was made in how the admissions process or procedures were followed, and this may have affected the decision;
- ☐ Evidence that the assessment was not made according to the published admission requirements; or
- ☐ Evidence that the decision was not made fairly. For example, there was failure to consider important information or special circumstances.

4. Evidence Supporting Your Appeal

Attach a short letter with a detailed explanation of your ground(s) for appeal, and include **new** evidence, and any documentation that supports your appeal.

5. Appeals Not Considered

- ☐ Any appeal with no new evidence to support the appeal
- ☐ Dissatisfaction with College of New Caledonia policies
- ☐ Disagreement with how your application was evaluated (eg. Calculation of GPA, or not satisfying the course requirements for a program)
- ☐ Failure to meet published deadlines
- ☐ Comparison of offers you received from other post-secondary institutions

6. Freedom of Information Disclaimer

The information on this form is under the authority of the College and Institute Act and is needed to support your appeal. If you have any questions about the collection and use of your information, contact the Freedom of Information Coordinator, College of New Caledonia at 250-561-5828.

NEXT STEPS:

Submit this form and your new evidence/documentation to support your appeal to the Registrar at registrar@cnc.bc.ca within ten (10) business days from the date you were notified to submit your appeal.

The Registrar or designate will review the appeal within ten (10) business days of receiving the appeal and notify you of their decision. The decision is considered final.

Student Signature: _____ Date Submitted: _____

