



ADMISSION STATUS APPEAL FORM

The Admission Status Appeal Form allows applicants to appeal their admission status if an informal appeal to the Manager, Student Information, Admissions and Records does not resolve their concerns. For more details, please refer to [Admissions Procedure \(PDF\)](#), section 3.5.

ADMISSION STATUS APPEAL PACKAGE MUST BE SUBMITTED TO THE OFFICE OF THE REGISTRAR WITHIN TEN (10) BUSINESS DAYS OF RECEIPT OF A NOTICE OF DENIAL OF ADMISSION

Student Name: (Last, First)	Student Number:	Program:
Phone Number:	Email:	

Response will be sent to the student's email. It is the student's responsibility to ensure their contact information is kept up to date through their MyNAIT Portal.

Admission Status Appeal packages must include the following; incomplete packages will not be accepted:

- Admission Status Appeal Form
- Statement outlining the reason for the request
- Proof of discussion/decision from Manager, Student Information, Admissions, and Records
- Supporting documentation, if applicable
- Proof of \$50.00 Admission Status Appeal fee (Cashier stamp at the bottom of this form is sufficient)

Note: Refundable only if admission status decision is overturned.

Additional information submitted to the Office of the Registrar, after the initial package has been received, will not be accepted.

Student Authorization:
I hereby request an Admission Status Appeal of my notice of denial of admission. I understand that the decision of the committee is final and binding with no further right to appeal.

Name: _____

Student's Signature: _____ Date: _____

Part 3- TO BE COMPLETED BY THE REGISTRAR

Admission Status Appeal Review:

Decision: Uphold Admission Decision
 Alternate Admission Decision _____

Name: _____

Dean: _____ Date: _____

Signature

NOTE: A copy of the decision letter is to be submitted to the Office of the Registrar to be kept as part of the student record.



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METHOD OF PAYMENT:

Admission Status Appeal Fee - \$50.00. For methods of payment please view the [tuition and fees page](#).

Accounting Coding: 47040-01-000001

HOW TO SUBMIT: Complete part 1 & 2 of the form. Upload completed form & all supporting documentations using the [Student Service Centre contact form](#) and selecting "Form Submission" tile and then "Admission Status Appeal."

Protection of Privacy: Your personal information is collected by NAIT pursuant to its authority under the Post-Secondary Learning Act (Alberta) and in accordance with Section 4(c) of the Protection of Privacy Act (Alberta) (POPA). NAIT will protect personal information in accordance with Section 10 of POPA. Pursuant to Sections 12 and 13 of POPA, personal information will be used and disclosed for the purposes of this form. Note that NAIT uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included for use in these automated systems. Please note that the collected personal information may be transmitted to or stored on servers outside of Canada, and that NAIT cannot guarantee protection against disclosures because of foreign laws. Should you require further information about collection, use, and disclosure of your personal information, please contact Office of the Registrar at 780.471.6248 or toll-free at 1.877.333.6248.