

**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."

Collection and Use of Personal Information: The personal information on this form is being collected under the mandate of the Technical Institutes Act, and is needed to process your request. This information is protected under the provisions of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, contact the Office of the Registrar, Room T409, 11762 - 106 Street, NW, Edmonton, Alberta T5G 3H1, 780.471.6248 or toll-free at 1.877.333.6248.