## Appeal for fee reduction to the Fee Reduction Appeal committee (FRAC)

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Email

Phone #

Student # V0

## Instructions

- 1. If the academic deadline HAS PASSED, and you are unable to drop the course online, then appeal to the appropriate faculty Dean/Advising Centre. Undergraduate students, use the <u>Request for academic</u> concession form (RAC). Graduate students, use the <u>Graduate Academic Concession form</u> (GAC).
- 2. If the course is dropped late but you have extenuating circumstances (e.g. illness, family affliction, accident) or believe an administrative error occurred at the University of Victoria beyond your control, then complete this form and provide SUPPORTING DOCUMENTATION. **Decisions on appeals will not be made when supporting documentation is missing.**

Please submit this appeal to: Fee Reduction Appeal committee, c/o Tuition Fees.

(please print)

Mail	University of Victoria	In person	Tuition Fees	FAX:	250-721-6221
	Tuition Fees		Main Floor	EN/AU.	tuition@uvic.ca
	PO Box 1700		Jamie Cassels	LIVIAIL.	tutton@uvic.ca
	Victoria BC V8W 2Y2		Centre		

Appeal – Please clearly and concisely describe the basis of your appeal including any extenuating circumstances and the impact they had on your ability to complete the course. Indicate the Term and the course(s) for which you are requesting a fee reduction and attach pertinent documentation to support your appeal. The supporting documentation must clearly verify or substantiate the circumstances or claims in your appeal. (use front and back of form or attach separate letter of appeal):

Fall term	Spring term	Summer term	Year(s):	
Course(s)		Check here if this is a reappeal		

Appeal ↓

Signature:

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The University of Victoria collects personal information pursuant to the University Act, RSBC 1996, c. 468 and section 26 of the *Freedom of Information and Protection of Privacy Act*. If you wish further information, please contact the Office of the Registrar or read UVic Policy 4400, Access to Student Records at: <u>http://registrar.uvic.ca/home/documents/access.html</u>

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Student # V0