Name   **Student # V0**

(please print)

Email   **Phone #**

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 Request for academic concession form (RAC). Graduate students, use the Graduate Academic Concession form (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.

| **Mail** | University of Victoria
Tuition Fees
PO Box 1700
Victoria BC V8W 2Y2 | **In person** | Tuition Fees
Main Floor
Jamie Cassels
Centre | **FAX:**

EMAIL: | 250-721-6221

tuition@uvic.ca |

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: _____