



MITT Financial Appeal Form

IMPORTANT NOTES: Prior to submitting a financial appeal, students are advised to familiarize themselves with the [MITT Tuition and Fee Payment and Refund policy and procedures](#) and the [Financial Appeals policy and procedures](#). Students must first withdraw their application or withdraw from their program and follow the refund request procedure. If a student has been deemed ineligible for a refund and believes that an error has been made, the student must first try to resolve the problem with the finance department or other department as applicable. Financial appeals must be initiated by the student within four (4) months of their withdrawal date.

STUDENT INFORMATION

Name:

MITT Student #: MITT Email:

MITT Program:

Starting Term: Program Year:

I am an admitted student who hasn't yet started my program:

APPEAL INFORMATION

1. Is the reason for your appeal any of the following?

Medical Grounds I am unable to continue with my program due to illness or a medical issue. SUBMIT A COPY OF A DOCTOR'S RECOMMENDATION TO PAUSE STUDIES AND/OR OTHER RELEVANT MEDICAL DOCUMENTATION.	<input type="checkbox"/>
Compassionate Grounds I have experienced a death in my immediate family. SUBMIT A COPY OF THE DEATH CERTIFICATE OR OTHER RELEVANT DOCUMENTATION. YOU MAY BE ASKED TO SUBMIT PROOF OF THE RELATIONSHIP.	<input type="checkbox"/>
Other circumstances SUBMIT ANY RELEVANT DETAILS AND SUPPORTING DOCUMENTATION.	<input type="checkbox"/>

2. Please describe the reason you are requesting an appeal and why your appeal should be reviewed. This can be done in the space below or you can attach a separate statement.

3. Attach copies of any related documentation for your appeal. To quicken the appeals process, please ensure all documentation is submitted with the appeals form.

4. Outline the specific remedy or change you are trying to achieve with your appeal. For example, refund, deferral of tuition/fees paid to future intake or other.

5. Once submitted, all correspondence from MITT will be in writing to the student’s contact information provided. Emails are the preferred method of communication. Students are responsible for providing a correct email address and checking their email regularly.

I hereby confirm I have reviewed the [Financial Appeals policy and procedures](#), that I understand that grounds for a financial appeal are limited, and that I recognize that as an applicant/student, I am responsible for demonstrating that my appeal has sufficient grounds to be considered.

Please check off the box to confirm you understand the statement above.

Student Signature

Date

Internal Use Only – Students Do Not Complete

Student Advisor/SS Manager:

Date received:

Stated Grounds: Financial need Change of plan Unable to pay tuition and fees Unable to attend classes
 Workload, difficulty, or scheduling issues Issues pertaining to course/program content or instructor performance
 Legislative or policy changes at agencies outside of MITT, e.g. federal or provincial governments Unaware of any MITT rule, policy, or process Disagreement with any MITT rule, policy, or process

Administrative Fee (Appeals Committee): Paid Not Applicable

Appeal Decision: : Approved Partially Approved Denied

Administrative Level: First Second Third