



## Student Appeal Form

*This form does NOT apply to Grade Appeals. See Student Services to obtain the Grade Appeal Form.*

Completing the *Student Appeal Form* is the first step in initiating a formal appeal of a decision by the College that impacts the learner's ability to register in a program or course, to continue attending a course or program, and/or to utilize one or more services available registered NLC learners.

The completed form must be submitted to the Registrar's Office, Regional Administration, to the attention of Student Appeals Committee, or by email to the following address, [studentappeals@nlc.bc.ca](mailto:studentappeals@nlc.bc.ca).

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### Student Information:

Name: \_\_\_\_\_ Student ID Number \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Program of Study: \_\_\_\_\_

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### Appeal Information:

**1. My appeal is about the following:**

*(Describe the decision you are appealing)*

**2. The reasons for my appeal are:**

*(According to the Student Appeals Policy, an appeal will be heard if: 1) The decision was based on inaccurate or incomplete information or 2) The decision was made by College representative before completing all incremental steps outlined in the specific policy under which the original action was taken. Please explain how the above is applicable to your appeal. Use a separate sheet of paper if needed.)*

**3. Describe the outcome that you seek:**

**4. List and enclose the supporting documents that you want the Appeal Board to review.**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**