

**Appeal Submission Cover Sheet – Academic Probation Appeal**

Please forward to:

Financial Aid Office  
2000 Talbot Rd. W.  
Windsor, ON  
N9A 6S4

**Office Use:**

**Date Received:**

**Date Reviewed:**

**Approved**  **Not Approved**

<b>LAST NAME:</b>	
<b>FIRST NAME:</b>	
<b>STUDENT ID #:</b>	
<b>DATE OF BIRTH:</b>	
<b>APPEAL SUBMISSION CHECKLIST:</b>	<p>*A letter from you outlining your request for an Appeal.          * ALL supporting documentation to support your request for an Appeal (ie: transcripts, doctor’s notes, death certificate, etc.)  <input checked="" type="checkbox"/> Be sure that your letter(s) are SIGNED, DATED and that your name and student ID# appears on all of your supporting documentation.</p>

**Financial Aid Office Notes:**

St. Clair College is committed to the protection of privacy and confidentiality of all its constituents. The information is collected for the purposes of administering the Ontario Student Assistance Program (OSAP) on behalf of the Ministry of Training, Colleges & Universities and any other need-based financial assistance as administered by St. Clair College. If you have any questions about the collection of information or the uses to which it will be put, please direct your questions to the Registrar, Financial Aid Office. The Ministry administers OSAP under the authority of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, c. M.19, as amended, R.R.O. 1990, Reg. 773, Reg. 774, and Reg. 775, as amended, and O. Reg. 268/01, as amended; the Financial Administration Act, R.S.O. 1990, c. F. 12, as amended; the Canada Student Financial Assistance Act, S.C. 1994, c. 28, as amended; the Canada Student Financial Assistance Regulations, SOR 95-329, as amended; and the Budget Implementation Act, 1998, S.C. 1998, c. 21, as amended. If you have any questions about the collection or use of this information, contact the Student Financial Assistance Branch, Ministry of Training, Colleges and Universities at 315 Front Street West, 15th Floor Toronto, ON M7A 0B8

Updated: March 2019/pl

### **OSAP ACADEMIC REVIEW LETTER**

The Ministry has been advised by the Financial Aid Office that you are not maintaining satisfactory academic progress in your program of study. It is a fundamental requirement of OSAP that students achieve passing grades in the courses for which OSAP aid has been provided and that they successfully progress through their program of study. In addition to failing courses, other activities also may be considered unsatisfactory academic progress for the purposes of OSAP, such as multiple program switches, dropping from a full course load to a part-time course load, withdrawing from a program, repeating a program, and/or taking multiple programs at the same level of study.

*Answer The Following:*

**Please indicate why you were not successful:**

- You did not meet the minimum academic requirements
- You withdrew from your program
- You dropped your course load from full time to part time
- You changed your program

**Based on your answer above, outline the circumstances that affected your academic performance during your most recent academic year. (Be sure to indicate when events happened).** Under certain circumstances, you may appeal your academic probation IF your reason(s) for lack of academic progress was due to extenuating circumstances beyond your control, such as a medical condition, exceptional family circumstances, etc. If applicable, attach supporting documentation for a review (such as: letters from professional third parties that were involved (doctor's letter, counselor letter, police report) and copies of other documentation such as death certificate, insurance reports, etc).


---- if more space is required, attach additional page(s) ---

**What steps will you take during your OSAP probationary period to improve your academic progress?**


**What are your academic goals?**


**Please explain what you have been doing since the end of your previous academic year you were not successful.** (If you have been in post-secondary studies, please provide a copy of your academic transcript)


\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**OSAP Required Documents Deadline:** All required documents must be received by the Financial Aid Office no later than 40 days before the end of your study period.