



## 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.)          * 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 Advanced Education & Skills Development (the “Ministry”) 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 Advanced Education & Skills Development 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 Director, Student Support Branch, Ministry of Advanced Education & Skills Development, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, ON P7B 6G9.

Updated: April 2017/jv



**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.