

Request for General Bursary Appeal

Return completed form and documentation to:
Student Awards Office, 225 Gordon Hall, Queen's University
 or email bursary@queensu.ca



Deadline: First Monday in February

The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected will be used by the Office of the University Registrar to assess your eligibility for need-based student financial assistance. Information regarding the results of the need assessment may be reported to the *Ministry of Training, Colleges and Universities*. In addition to external reporting requirements, the information will also be used for internal planning and statistical analysis. Information about award recipients may be provided to donors who sponsor specific awards or to University departments who have contact with these donors. For more information, please contact the Office of the University Registrar, Student Awards, Queen's University.

Student ID: _____	Program: _____	Academic Level _____
Last Name: _____	First Name: _____	Queen's Email: _____

Before submitting your Appeal form, please review the information in the General Bursary "Appeals and General Bursary" section of the student awards website: <http://www.queensu.ca/studentawards/financialassistance/generalbursary/decisions.html>
 For your reference, your bursary application can be accessed on line on **SOLUS (Student Centre)**. Please print a copy and save for your records. The following information will assist you in preparing your request for reassessment or appeal:

Situation	Instructions
<p>The student either omitted information or made an error on their application however did not notify the Student Awards Office</p>	<p>Submit the:</p> <ul style="list-style-type: none"> Request for General Bursary Appeal Form A written explanation outlining the error and the correct information that should appear on your application. Supporting documentation if changes to resources. (eg. bank statement, line of credit statement)
<p>The student's circumstances have changed or the student has experienced an unexpected emergency. (eg. medical expense)</p>	<p>Submit the:</p> <ul style="list-style-type: none"> Request for General Bursary Appeal Form A letter of appeal explaining your exceptional circumstances and expenses accompanied by supporting documentation (eg. medical or dental receipts) if applicable. All expenses must include documentation of amount covered by health plan (if medical) or other insurance plan.

Before you submit your completed request:

- Have you provided medical documentation including receipts, estimates and confirmation of coverage?
- Have you provided proof of exceptional expenses, including receipts?
- Is your name and student number recorded on all documentation?

All bursary appeal decisions and requests for further information will be communicated via your @Queen's Email account.

All appeal decisions made by the Appeals Committee are final.

Applicant's Declaration and Consent:

I understand that I must submit all required documentation as indicated, or as requested, by the Student Awards Office. I understand that if I do not submit the required documentation, my appeal may not be considered. I certify that all information/documentation provided is true and accurate, and that if my information is deemed as inaccurate, any bursary already awarded may be reassessed and/or withdrawn.

Applicant's Signature _____ Date: DD-MM-YYYY _____

Office Use		
Decision (Amount)	Reason	Awards Officer