

Request for Bursary/Award Appeal or Reassessment

Return completed form and documentation to:
Student Awards Office, Gordon Hall, Queen's University
Attn: Bursary Appeals Committee



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.

DEADLINES: Fall/Winter: **First Monday in February**
Spring and Spring/Summer: **First Monday in July**
Summer: **First Monday in August**

Student Number: _____	Program: _____	Year of Study: _____
Last Name: _____	First Name: _____	Queen's Email: _____

Before submitting your Reassessment/Appeal form, please take the time to review the following document which contains answers to commonly asked questions regarding our General Bursary procedures and decisions: <http://www.queensu.ca/studentawards/financial-aid/queens-financial-aid/general-bursary> For your reference, your bursary application can be accessed online through your [SOLUS Student Center account](#). Please print a copy and save for your records. The following information will assist you in preparing your request for reassessment or appeal:

Reason for Refusal	Possible Appeal Situation	Documentation Required to Support Appeal
Sufficient Resources	<ul style="list-style-type: none"> Exceptional education-related expenses Exceptional circumstances during a study period Exceptional medical expenses not covered by the University health plan/family health plan/provincial health coverage etc. 	<ul style="list-style-type: none"> Provide letter outlining change in circumstance (brief point form acceptable) Provide detailed budget for school period outlining all income – state exceptional circumstances and costs. Provide all receipts for exceptional medical/educational expenses Provide confirmation of amount (medical expenses) covered by health plan(s)
	Possible Reassessment	Documentation Required to Support Reassessment
	<ul style="list-style-type: none"> Amendments to income information initially recorded on application Amendment to debt load (documentation required) 	<ul style="list-style-type: none"> Provide letter outlining amendments Provide documentation outlining changes to income information (T4, bank statement, LOC statement etc.) along with reason for change Statement of Line of Credit/Government loan debt

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.

DD-MM-YYYY

Applicant's Signature _____ Date: _____

Office Use		
Decision (Amount)	Reason	Awards Officer