

Student/Parent Appeal Form - Tier One

Canada - Newfoundland and Labrador Integrated Student Loans Program

(version française disponible sur demande)

Form must be completed and signed in INK.

Student Name

S.I.N.

Instructions:

- This form is to be used if you wish to have your need assessment reviewed.
- Complete, sign and submit the form by the deadline date. [8 weeks prior to the end of the period of study (semester) to which financial assistance being reviewed relates].
- Provide sufficient details, complete with supporting documentation, to substantiate your request.

SECTION A:

Indicate the reason(s) you are requesting a review of your assessment.

- Incorrect information was used in the initial assessment.
- Eligible cost/expenses were excluded from the assessment.
- An error(s) was made in the calculation of assessed need.
- I have extenuating circumstances that were not considered.
- I want to be considered as an independent student.
- My parents' income has been significantly reduced. (Complete Section C)
- My parents have extenuating/extraordinary circumstances. (Complete Section D)
- Other

SECTION B:

Provide specific details pertaining to the reason(s) indicated in Section A. (Use additional sheets if necessary)

SECTION C: (To be completed if #6 was checked in Section A)

	Parental Income from line 150 of 2005 income tax return	Estimated reduced income for 2006
Parent 1		
Parent 2		

Provide an explanation for the reduced income and proof of parental income to date in 2006:

SECTION D: (To be completed if #7 was checked in Section A)

In situations where parents have unavoidable expenses, the disposable income could be reduced on a case by case basis. A detailed description of the circumstances and proof of expenses will be required in all situations.

Description of circumstances: (Use additional sheets if necessary.)

SECTION E: Declaration and Signature(s)

I (we) declare that the information contained above is correct to the best of my (our) knowledge. I (we) make this declaration knowing that it is an offence under the *Canada Student Financial Assistance Act and Regulations* to knowingly make any false statements or misrepresentation in an application or other documentation or to willfully furnish any false or misleading information in relation to a Canada and/or Newfoundland and Labrador Student Loan.

I (we) understand and agree that any overawards resulting from the use of estimated income will be recovered from future entitlements.

Signature of Signature

S.I.N.

Date

Signature of Parent 1 (Guardian/Spouse)

S.I.N.

Date

Signature of Parent 2 (Guardian/Spouse)

S.I.N.

Date

APPEALS PROCESS

There is a two-tier appeal process available.

TIER ONE

To access tier one of the process you must submit a written appeal, including supporting documentation, to the Student Financial Services Division. An Appeals Officer will review your file to determine whether program policies and procedures were correctly applied and to consider any extenuating circumstances that may apply to your particular case.

The Deadline: Eight weeks prior to the end of the period of study (semester) to which financial assistance being reviewed relates.

TIER TWO

If you are dissatisfied with the outcome of the tier one appeal, you can submit a written request for a further review of your case by the External Appeals Board. You have the option of appearing before the Board to present your case. The decision of the Board is binding on all parties.

The Deadline: Six weeks prior to the end of the period of study (semester) to which financial assistance being reviewed relates.