

**LEGAL REFERENCE:**

Section 4, 5, and 7 of the *Students Financial Assistance Act*  
*Student Financial Assistance Committee Regulations*  
Section 4(4) and 5(1) of the *Student Training Allowance Regulations*

**POLICY:**

The *Act* and *Regulations* outline when a student may appeal a decision by the Student Financial Services Officer. The Student Financial Assistance Committee is responsible for hearing all student appeals.

In order to ensure that each student receives the most fair and consistent treatment possible, this policy will outline the procedure the Committee will follow upon receipt of a letter from a student who wishes to appeal the decision of an Officer.

**GUIDELINES:**

The Administrative Assistant to the Assistant Deputy Minister of Advanced Education shall be responsible for providing secretariat services for the Student Financial Assistance Committee.

The Administrative Assistant's duties include, but are not limited to:

- Arranging meetings – booking a meeting room, notifying Committee members, purchasing meeting supplies
- Recording minutes – transcribing minutes of the meeting, filing an official record of decision
- Meeting preparation – provide committee members with appropriate paperwork from student's file
- Corresponding with students – notifying student of date and time of appeal meeting; providing the student with a copy of the information note, copies of legislation and any other pertinent information, decision of committee, etc.

A student appeal will be heard at the next scheduled meeting, as long as the student has submitted all required information 10 working days prior to the date of the meeting.

The Student Financial Services Officer shall provide the Administrative Assistant with the appropriate written information, including a copy of the letter of rejection and the information note, relating to the student's appeal. The Officer who has denied the student shall not be present during an appeal meeting; however, an alternate Officer can be called upon should the Committee require further technical clarification.

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The Committee shall determine, according to the *Act, Regulations and/or Policies*, whether to uphold or change the decision of the Officer. The rationale for all decisions must be minuted and explained to the affected student in writing. The Chair of the Committee shall review and sign all correspondence, minutes or other information the Committee generates.

The Students Financial Assistance Committee is the final authority for appeals under the *Students Financial Assistance Act*.

**APPROVED:**

**EFFECTIVE DATE:**

**Brent Slobodin**

**December 17, 2007**

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**A/Deputy Minister of Education**