

Request for Appeal

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If you are not approved for funding or the amount awarded was reduced due to an overaward, you may request an appeal.

Student Name: _____ **File #:** _____

Note: Submitting an appeal request does not guarantee that you will receive more funding. After your request for appeal is reviewed, you will be notified in writing of the decision. Incomplete appeal requests will not be processed.

IMPORTANT INSTRUCTIONS

STEP 1: Check the box that applies to the policy you are appealing:

- Scholastic Progress:** *You must maintain satisfactory progress, course load and attendance to remain eligible for Manitoba Student Aid.*

You must provide:

- a letter from your faculty or academic advisor that clearly states the following:
- the courses you still need to complete,
 - when you will complete them, and
 - the expected graduation date

- Number of Degrees, Diplomas, or Certificates:** *You may be eligible for assistance for one certificate, one diploma and one degree unless the first one is a prerequisite for the second.*

- Number of Years:** *You are eligible for funding up to the number of years in your level of study plus one additional year.*

You must provide:

- a letter from your faculty or academic advisor that clearly states the following:
- the courses you still need to complete,
 - when you will complete them, and
 - the expected graduation date

- Overawards:** *An overaward is the amount of funding that has been issued in excess of what you were eligible to receive.*

You must provide:

- verification of the amount of Canada Student Loans that were repaid (log into your on-line National Student Loans Service Centre (NSLSC) account to access and print this information)
- a completed Applicant's Cash Flow form with supporting documentation located at: https://www.edu.gov.mb.ca/msa/pdfs/applicant_cashflow.pdf

STEP 2: Write a letter that clearly explains the following:

- Which policy you are appealing
- Detailed information explaining your situation (e.g. why you need additional time to complete your program, the purpose of this additional degree, diploma or certificate and why your current education is insufficient, why you have had academic difficulties in the past and what is different for you now)
- What makes your situation exceptional from policy
- Any other funding options you have explored

STEP 3: Attach supporting documentation:

- Relevant/supporting documentation (e.g., medical documentation, letter from counselor, 3rd party, etc.)

STEP 4: Attach an Academic History:

- A complete copy of your academic history that displays your name or student number – photocopies and web transcripts **are** accepted

STEP 5: Submit completed form and all required information to:

Manitoba Student Aid
401 – 1181 Portage Avenue
Winnipeg, MB R3G 0T3

Email: ManitobaStudentAid@gov.mb.ca
Fax: 204-948-3421

All information provided to Manitoba Student Aid is subject to verification and audit.

DEADLINE: You must submit all required information *no later than 45 days before your study period ends*. Funds cannot be released after your study period end date.

Appeals may take up to five (5) weeks to process. Processing times are posted on the Manitoba Student Aid website.

For status updates specific to your application, log into the Manitoba Student Aid online portal.

If you have questions or require clarification, please contact Manitoba Student Aid:
204-945-6321 or toll-free (in Canada and the USA): 1-800-204-1685
Email: ManitobaStudentAid@gov.mb.ca