

Financial Appeal Guidelines

This policy applies to all students attending Lakehead University who are charged full or part time fees related to the enrollment in their academic program or individual courses. The administration of this form is born by the Lakehead University Accounts Receivable Office, which reserves the right to make any necessary changes to this policy without notice. It is the sole responsibility of the student to submit a Financial Appeal. Please read the following guidelines carefully.

1. All students are responsible for paying all applicable fees related to their program of study before the appeal process has begun. Students must also drop the courses in question, and/or withdraw from their program in order to be eligible.
2. Students are expected to familiarize themselves with the Lakehead University Fees Policy, the Payment Due Dates, Refund Policy and Schedule.
3. Appeals will not be considered on the grounds that the student was unaware of, or did not understand the University policies.
4. Financial Appeals will not be considered past 6 months after the semester in which the fees apply.
5. Financial Appeals will not be considered for completed courses, or courses the student intends to complete. Under special circumstance, exceptions to this guideline will be made upon supporting documentation being provided.
6. Fees that have been paid through OSAP or other external funding may be refunded directly back to the funding agency.
7. Financial Appeals will be considered when appropriate grounds exist for the appeal. The following is a list of appropriate grounds on which to base an appeal:
 - a. Medical Reasons – Includes the unforeseen onset of a physical or psychological illness, condition, or crisis. Under these circumstances, students will need to provide all supporting medical documentation issued by a physician or psychologist.
 - b. Compassionate Grounds – Includes extenuating circumstances such as eviction, death of a family member, or other life crises.
 - c. Other Reasons– Includes an unforeseen event or circumstance that resulted in time delays/additional fees.
8. All supporting documentation must be included along with the Financial Appeal at the time of submission. Any additional information may not be accepted at a later date.
9. Financial Appeals can take 6-8 weeks to process. The student will be contacted once a decision has been made by the Lakehead University Financial Appeals Committee.
10. Any information submitted during the Financial Appeal Process will be held private as per the Lakehead University Privacy Policy.



Financial Appeal Form

Contact Information

Student Number: _____ Date: _____
 First Name: _____ Last Name: _____
 Email Address: _____ Telephone Number: _____

Courses Involved in Appeal

Course Name	Course Code	Term	Date Dropped	Credit Weight

Reason for Appeal

Medical Reason	Unforeseen onset of physical or psychological illness, condition, or crisis.
Compassionate Grounds	Extenuating circumstances such as eviction, death of a family member, or other life crisis.
Other Reasons	Unforeseen event or circumstance that resulted in time delays outside of student's control. Please briefly explain below.
	Explain:

Application Declaration

By signing below, I am agreeing that my Financial Appeal is ready for review by the Financial Appeal Committee. I have attached all necessary documentation, including doctor's notes, correspondence between departments, etc. I have read the Financial Appeal Guidelines, and fully understand and accept them. I understand that all decisions regarding this appeal made by the Financial Appeals committee are final.

Student Signature: _____ Date: _____

For Office Use Only

Date Stamp: _____

Received by: _____
 Comments: _____