



Manitoba Emergency Services College Student Appeal Form

Formal Appeal Process:

1. The Student Appeal Form must be submitted to the MESC Director or Registrar within 10 working days from the date the decision was issued. The Director/Registrar will respond to the appellant with confirmation of receipt within 10 working days. The appeal document will be forwarded for an independent review of the appeal and decision. The Director will then contact the student in writing with the decision (whether the appeal is moving forward in the process).
2. If the appeal process moves forward, the MESC Director will assemble an Appeal Committee to hear the appeal and render a decision. The decision of the Appeal Committee is final. The appeal decision will be made within 90 days of submission.

This form can be used for an appeal at any level of the appeal process. All responses from MESC will be in writing to you. If this is an appeal that is heard by an Appeal Committee, the MESC Director (on behalf of the committee) will correspond with you regarding the details of the hearing through your email address which has been registered with Student Services. It is your responsibility to monitor your email account during an appeal. Once correspondence has been sent, it is deemed to have been received.

PLEASE NOTE: A fee may apply to the Appeal Committee Hearing.

Student Information:				
Name:			Student #	
Address:				
City:		Province:		Postal Code:
Phone #	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	Email:	
Course:				
Instructor:			Grade (if applicable):	



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If you have received any documents from the MESC regarding a decision, please attach copies.

Please briefly state the decision that you are appealing. Please attached a separate page with a full explanation.

Please provide a brief statement as to why you feel a review of the decision is warranted. Please attached supporting documents to further describe your decision.

Please state the specific remedy you are asking for in this appeal. Please use a separate page if space is not sufficient.



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Students have the right to consult with any individual(s) of their choosing in preparation for and when making decisions about their appeal, including attendance at appeal hearings.

Have you sought advice regarding your appeal that you would like us to know about?

Registrar

Name

Signature

Program Manager

Name

Signature

Director

Name

Signature

Other

Name

Signature

Student Signature

Date

*****PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS*****