

**Requirement to Withdraw from Program (RTWP)
APPEAL FORM**

Regular Track _____ Expedited Track _____

This form must be submitted to the Chair of the Department for your program in accordance with the process outlined in your Student Handbook. Appeal forms without supporting documentation will not be processed.

Student Information		
Last Name: (Family)	First Name: (Legal)	Middle Initial:
Student ID: <input type="text"/>	Phone: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Student MRU Email: <input type="text"/>		
Program: <input type="text"/>	Semester: <input type="checkbox"/> Fall (Sept-Dec) <input type="checkbox"/> Winter (Jan-Apr) <input type="checkbox"/> Spring (May-Aug) Year: <input type="text"/>	
Student Address: <input type="text"/>	<input type="checkbox"/> Request 10 consecutive days to collect supporting documentation	

Summary of Appeal
<p>Appealing a Requirement to Withdraw is permissible under certain established circumstances. Select one of the following that applies to your situation:</p> <p>_____ a) Medical illness and/or severe emotional distress which has not previously been known. Such illness must be verified in writing by a Mount Royal Counselor or other certified health professional and attached to this form.</p> <p>_____ b) Other extenuating circumstances not previously known. Please describe in a separate document and attach to this form.</p> <p><input type="checkbox"/> I have attached official documentation to support this appeal.</p>
<p>Student Signature: _____ Date: _____</p>

Freedom of Information and Protection of Privacy: The personal information you provide on, or with, this form is collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act in the Province of Alberta. This information will be used for academic administration, the administration of Mount Royal support services, scholarship and financial aid awards, marketing and recruitment activities and in compliance with data sharing agreements with the Students Association of Mount Royal. Further information is available in the Mount Royal calendar and at www.mtroval.ca.