

Request for Appeal

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 this request does not guarantee approval. After your request is reviewed, you will be notified in writing of the decision. Incomplete 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 Years:** *You are eligible for funding up to the number of years in your current program 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 Loan and/or Manitoba Student Loan that were repaid (log into your [National Student Loans Service Centre \(NSLSC\)](#) online 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/forms.html>

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, 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 by mail OR email to:

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

Email: ManitobaStudentAid@gov.mb.ca

Processing may take up to 6 weeks or longer during peak times.

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

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

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

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

Telephone device for the hearing impaired:
204-945-8483 (in Manitoba) or 1-866-209-0696 (in Canada and the USA)

ManitobaStudentAid@gov.mb.ca