



# Appeal for Academic Continuance

Policy Reference: [AC.3.1](#)

AA211, Heritage Hall  
1301 - 16 Avenue NW  
Calgary, AB T2M 0L4  
Phone: 403.284.7248  
Toll-free: 1.877.284.7248  
Fax: 403.284.7112  
Email: [inquiry@sait.ca](mailto:inquiry@sait.ca)

Please complete sections A to C digitally. Submit to the Office of the Registrar via email to [inquiry@sait.ca](mailto:inquiry@sait.ca) within 10 calendar days of receiving notice.

## A) Personal Information

		Student ID Number	
Last Name		First Name	Middle Name
Address		City	Province
Preferred Number	<input type="checkbox"/> Home <input type="checkbox"/> Cellular <input type="checkbox"/> Business	Alternate Number	<input type="checkbox"/> Home <input type="checkbox"/> Cellular <input type="checkbox"/> Business
Email Address		Postal Code	

## B) Program/Subject Information

Program/Course	Major/Option	Dates Attended (DD-mm-YYYY) to
<input type="checkbox"/> I request to appeal my standing of Academic Withdrawal (Policy Reference <a href="#">AC.3.1</a> )		
<b>Agreement</b>		
*This is my first appeal for Academic Continuance.....		Yes No
*This application is within 10 calendar days of notification of Withdrawal.....		Yes No
GPA is above 1.0 with current unofficial transcript included.....		Yes No
Proof of Completion of Back on Track is included.....		Yes No
A written letter of recommendation from a faculty member, Academic Chair, or an advisor from my program is included.....		Yes No
Supporting documents such as doctor's notes, death certificates, legal documents or official letters, etc. are included.....		Yes No
Reason for appeal (highlight):		
Describe the extenuating circumstances under which you'd like special consideration for appeal:		



Office of the Registrar

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If granted continuance, what is your plan for success? Please be specific and include resources you will access and other changes you intend to make:

Student Signature

Date (DD-mmm-YYYY)

## C) Payment Information

Fee: \$100

This fee will cover the cost of reviewing an appeal request to continue your studies or reduce the waiting period after a first or subsequent academic withdrawal. This fee can be refunded only if the appeal to continue your classes with no waiting period is successful.

This fee will be added to your mySAIT.ca account after your request is processed. You will have two business days to make your payment through mySAIT.ca or one of our approved online payment options. Failure to pay will result in the request being cancelled. We are unable to accept payments in person, over the phone or by email. Review payment options at [SAIT.ca](#) to find our acceptable online payment methods. Do not include your credit card information in the email to [records@sait.ca](mailto:records@sait.ca).

## FOIP Notification

The personal information you provide on this form is collected under the authority of the [Freedom of Information and Protection of Privacy Act](#) of the Province of Alberta, Section 33(c). This information will be used to process a request for a third attempt of a course. If you have any questions about the collection or use of this information, contact the FOIP Coordinator at [foip.coordinator@sait.ca](mailto:foip.coordinator@sait.ca).