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*In Reply Please Quote Your File Number :*

## **Nova Scotia Student Assistance Information on Appeal Process**

- o Have additional educational costs?
- o Parents have unavoidable exceptional expenses?
- o Think you may have grounds to be given independent status?

You may have grounds for appeal. Some things are not appealable; such as:

- o Maximum living costs which are automatically assessed
- o Maximum weekly loan amounts (CSL is \$210, NSSL is \$180)
- o Family contributions based on the cost of living
- o Vehicle costs
- o Family contributions based on parents/spouse refusal to contribute
- o Funding to buy non-expendable equipment, such as computers (this is already provided), musical instruments, cameras
- o Canada Study Grant eligibility

The Appeal Board looks at exceptional expenses and circumstances. It is very important that you explain your situation fully and show proof of any expenses.

### **How to appeal**

It is very important to follow the steps listed below if you want your appeal reviewed quickly:

1. Review your assessment in My PATH of how your need was calculated. Note your deadline to appeal. **Appeals must be received in the Student Assistance before your deadline which is 8 weeks prior to the end of your Period of Study End Date (PSED).**
2. Indicate specifically what on your assessment you are appealing. Remember, you must provide the Appeal Board with the reason(s) to review your assessment.
3. Explain completely and concisely your grounds for appeal.
4. Provide documentation to support your appeal. For example, receipts for exceptional expenses, letters from employers confirming income and the period it was earned, detailed budget, statement from your post-secondary institution, third party professional letter from counsellor, police, clergy, or doctor. If you are not sure of the documentation you must send with your appeal, or have questions regarding the process, please call our office at 902-424-8420 to speak with a representative for more information. You can also schedule an appointment to meet with a Financial Aid Counsellor at the Student Assistance Office. Appointments are available on Mondays or Tuesdays between 1-4 p.m. and Thursdays and Fridays between 8:30 to 11:30 a.m.

For more information on appeals, please visit our web site at  
<http://www.novascotia.ca/studentassistance/apply/new/appeals.asp>

**Remember: Your file is reviewed using the information you provided. It is not enough to say you need more money. You must give specific reasons related to an item on your assessment and you must document your claim. Appeals received after the deadline will not be processed. Always include your SIN and/or Student Assistance file number, and a current phone number. Please address your letter to the Lower Appeal Board.**



Labour and Advanced Education  
Higher Education Branch

Student Assistance Office  
2021 Brunswick Street  
PO Box 2290, Halifax Central  
Halifax, NS B3J 3C8

(902) 424-8420  
(902) 424-0540 Fax  
1-800-565-8420  
(Toll Free Within  
Canada)

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**Submit your information:**

By mail: PO Box 2290, Halifax Central, Halifax NS B3J 3C8

In person: Nova Scotia Student Assistance Office, 2021 Brunswick St., Halifax, NS B3J 3C8.  
(after hours drop box available)

By fax: (902) 424-0540



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## Nova Scotia Student Assistance Appeal Form

**Name:**

**SIN / File Number**

**Phone:**

**Date:**

Reason For  
Appeal

If 'other'  
- please specify

Explanation (Give clear, specific details of the grounds of your appeal. Attach copies of additional information and/or receipts. If more space is required, please attach a separate sheet.)