

## Student Housing Emergency Fund Appeal Process

Students have the right to appeal decisions regarding emergency funding applications. All appeals will be required to be presented ahead of time in writing with a virtual meeting at a scheduled date and time convenient for all parties.

- Processing time for each application takes approximately 10 days after the deadline each week for every submission.
- Decisions will be emailed to applicants Trent University email address.
- Applicants who wish to submit an appeal may do so within 20 days after receiving final bursary decisions.
- Students must include supporting documentation alongside the completed bursary appeal process forms to be considered by the appeals committee.
- Original documentation must also be included. A request for additional documentation might be required.
- Failure to provide supporting documentation may affect appeal eligibility. Completed forms and attached documentation can be sent to email [offcampushousing@trentu.ca](mailto:offcampushousing@trentu.ca) with subject line- Emergency Housing Fund Appeal- Student Name and Student Number

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Emergency Fund Appeal Form:

Students Name:

Student ID #:

Applicants Source of Income and Financial Resources

Please select all options that apply

- OSAP or other loans
- Awards/scholarships
- Fellowships
- Other earnings (i.e current employment, spousal/parental support)

Please explain/specify reason(s) for requesting emergency funding.

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Summary of Appeal:

Please explain current financial circumstances and clearly outline the nature for this appeal. The provided explanation below will be considered by the review committee.

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Supporting Documentation:

Supporting documentation is necessary to help verify the above noted information. Please indicate what type of supporting documentation you plan to include in support of the this appeal form. The provided list of supporting documentation is in no way mandatory or exclusive. Appeal applicants have discretion over what types of supporting documentation they wish to include. Shared Information will be kept confidential and will be reviewed by appeal committee members only.

- Active rental and/or lease agreement
- Utilities statements and/or records
- Eviction notice
- Statements and/or records that pertain to current financial circumstance
- Medical documentation from a licensed and registered physician/psychologist in support of applicants claimed medical/physical/mental illness, injury or disability
- Copy of death certificate in cases that involve the sudden death of a family member

■ Other (please explain/specify)

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