NIAGARA COLLEGE RESIDENCE APPEAL REQUEST FORM

Surname		First Name		Initial
Date (DD/MM/YY) / /	_ Date on t	the Decision Letter (DD/MM/YY) /	. /
Phone Number	Room I	Number	Email	
IMPORTANT POLICY AND P	ROCEDUR	RE NOTES		
 Please read the Residence Comm processes. Summary information at 2. This form must be submitted to the 3. Residents requesting an appeal m supporting of one of the following i. Bias: Alleged and reasona ii. Procedural Fairness: Alleged and Procedural Fairie. New information: Substamaking the decision. iv. Alternative Sanctions: The equivalent in nature to the 4. Attach to this form a typed explanation of the control of the con	unity Living Sabout the appear Residence ust demonstratems: able apprehered substantive new evine resident moriginal deciration of your gour appeal resident	Standards for complete all process and releaded process and releaded process and releaded process. Standards for the control of the control o	ated timelines is provided rs of receiving the original grounds for an appeal, white decision-maker who impost the decision. The decision available to sanction to be altered by sticable to evictions). The evidence supporting the later that is a should provide all its of receiving the later than the sanction to be altered by sticable to evictions.	I in this form. I decision letter. ich includes providing evidence sed the Sanction(s). with the Principles of Natural to the decision-maker when suggesting options that are e grounds for your appeal. information necessary for the
names, suite numbers, and contact 5. You will receive a written response			2 hours.	
DETAILS OF THE APPEAL R	EQUEST			
What level of violation you are appealing:				
For levels 1)	_	unds are you citing B-Procedural 🗖	g in your appeal: C-New Information	Alternative Sanction
For evictions \square	•	unds are you citing B-Procedural	g in your appeal: C-New Information	
Who was the Decision-Maker:				
 By signing below, I agree to the follow I have read and understand the Re appeal letter described above, I understand I may speak with Students I have attached my written explanation 	sidence Com dent Services	s for assistance with		s, and the requirements of my
Resident Signature:				
OFFICE USE ONLY				
Data (DD/MM/WW)	C+~tt N1	m a .	Ciana a trons	

APPEAL PROCEDURES

A summary of the Appeal Procedures is presented in the chart following this section. The following general principles apply to all appeals:

- (a) The Principles of Natural Justice and Procedural Fairness must prevail in Appeal Procedures to ensure compliance with the principle that justice must not only be done, but be seen to be done.
- (b) Any resident found in violation of the RLCS is entitled to submit an appeal, based in the grounds for an appeal mentioned below.
- (c) A resident has 72 hours from the date they receive their Decision Letter to start the appeal process. Staff will endeavour to respond to appeal requests within 72 hours of receiving them.
- (d) Depending on the original decision rendered the appeal process proceeds via one of two processes: the Appeal Process or the Eviction Appeal Process, which are detailed below.

THE APPEAL PROCESS

- (a) The Appeal Process is in place for all decisions excluding Eviction.
- (b) Students may complete an Appeal Request Form and submit it to the Residence Office, within 72 hours of receiving the decision letter. The resident requesting an appeal must demonstrate that they have grounds, which includes providing evidence of one of the following items:
 - i. Bias: Alleged and reasonable apprehension of bias of the Decision-maker who imposed the sanction(s).
 - ii. **Procedural Fairness:** Alleged substantive failure by the Decision-maker to comply with the Principles of Natural Justice and Procedural Fairness, which may have affected the decision.
 - iii. New information: Substantive new evidence which could not have been available to the Decision-maker when making the decision.
 - iv. **Alternative Sanctions:** The resident may request for their sanction to be altered by suggesting options that are equivalent in nature to the original decision (this is not applicable to evictions).
- (c) Once the Appeal Request Form is received, the resident(s) will be contacted in writing within 72 hours to setup an appeal meeting. If the appeal is granted, the GM (or designate) will set-up an Appeal Meeting with the resident(s).
- (d) The individual or committee considering the appeal may, after reviewing the case:
 - i. uphold the findings and/or sanctions;
 - ii. reverse the findings; or
 - iii. reverse or modify the sanctions.
- (e) During an appeal, all sanctions (minus financial sanctions) remain valid until they are reversed or modified by the individual or committee hearing the appeal. Financial sanctions will not be applied until a decision has been made.
- (f) All decisions made in an appeal are final and are not subject to further appeals.

THE EVICTION PROCESS

- (a) If the resident has grounds for an appeal, the resident may complete the Appeal Request Form and submit it to the Director, Student Services (or designate), within 72 hours of receiving the eviction. The resident requesting the appeal must demonstrate that they have grounds, which includes providing evidence of one of the following items:
 - i. Bias: Alleged and reasonable apprehension of bias of the Decision-maker who imposed the sanction(s).
 - ii. **Procedural Fairness:** Alleged substantive failure by the Decision-maker to comply with the Principles of Natural Justice and Procedural Fairness, which may have affected the decision.
 - iii. New information: Substantive new evidence which could not have been available to the Decision-maker when making the decision.
- (b) Once an eviction Appeal Request Form is received, Director, Student Services (or designate) (or designate) will review the grounds for the appeal and make a decision to either deny the appeal or set-up an Eviction Appeal Hearing. The resident(s) will be contacted within 72 hours to notify them of this outcome.
- (c) If the appeal is granted, the Director, Student Services (or designate) will set-up the Eviction Appeal Committee, which will be comprised of a Student, the Director of Residence Life from Campus Living Centres (or designate), and the Director of Student Services (or designate). One of the members of the Eviction Appeal Committee must be a student, and one member must be a member of Residence Senior Management. Residents appealing an eviction will be provided with additional information about Appeal Hearing procedures.
- (d) The Eviction Appeal Committee will communicate a decision in writing to the resident. The committee will review all evidence and may decide to:
 - i. uphold the findings and/or sanctions;
 - ii. reverse the findings; or
 - iii. reverse or modify the sanctions;
- (e) During a, appeal, all sanctions (minus financial sanctions) remain valid until they are reversed or modified by the individual or committee hearing the appeal. Financial sanctions will not be applied until a decision has been made.
- (f) All decisions made in an Eviction Appeal Hearing are final and are not subject to further appeals.