

**THOMPSON RIVERS UNIVERSITY RESIDENCE  
FORMAL APPEAL REQUEST FORM**

This form is to be completed by either Residents who have already completed the informal appeal process, who still feel like the decision was unfair, and who wish to appeal that decision formally, or Residents who are appealing an eviction.

Name: _____	Today's Date: _____
Suite # _____	Date on the Decision Letter: _____
e-mail: _____	Suite or Cell Phone Number: _____

**Important Policy and Procedure Notes**

1. Please read the Residence Community Living Standards for complete information about offenses, sanctions, and judicial processes. Summary information about the appeal process and related timelines is provided on the back of this form.
2. This form must be submitted to the within **72 hours** of receiving the original decision letter.
3. Residents requesting an appeal must demonstrate that they have grounds for a formal appeal, 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.

**Details of the Appeal Request**

All appeals (except evictions) must go through the informal appeal process prior to submitting a formal appeal.

What Level of Offense are you appealing: 1)  2)  3)  **Eviction**

Who was the Decision-Maker and Informal Appeal Route: \_\_\_\_\_

Which grounds are you citing in your appeal: **A-Bias**  **B-Procedural**  **C-New Information**

**Please attach to this form a typed explanation of your appeal, including why the informal appeal process did not have a satisfactory outcome, and the evidence supporting the grounds for your appeal. Your argument needs to clearly illustrate your grounds for an appeal. You should provide all information necessary for the individual/committee to evaluate your appeal. If you have witnesses that can provide evidence, please include their names, suite numbers, and contact information. You will receive a written response to your appeal request within 72 hours.**

By signing below, I agree to the following:

- 1) I have read and understand the Residence Community Living Standards, the Appeals Process, and the requirements of my appeal letter described above,
- 2) I understand I may speak with support services at the University for assistance with my appeal letter,
- 3) I have attached my written explanation for my appeal.

Resident Signature: \_\_\_\_\_



# THOMPSON RIVERS UNIVERSITY

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## Residence

## Appeal Procedures

- (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 RCLS is entitled to submit an appeal.
- (c) A Resident has 72 hours from the date they receive their decision letter to start the complaint and/or appeal process. Depending on the original decision rendered, the complaint and/or appeal process proceeds as follows (see Complaint/Appeal Process Chart in the Residence Handbook):
  - i) The first stage is the informal complaint (except concerning evictions). The resident contacts the decision-maker in writing to request a follow up meeting whereby new information and/or alternate sanctions are presented. The decision-maker may alter the decision and/or sanctions.
  - ii) If the resident believes the outcome of the informal complaint is not satisfactory and they wish to pursue a formal appeal they may request to do so in writing to the Director, Ancillary Services or designate. The Director, Ancillary Services or designate will provide the resident with the formal appeal request form and information on the appeal process.
  - iii) In the event of an eviction, there is no informal complaint. If the resident has grounds for an appeal, the resident may contact the Director, Ancillary Services or designate to receive and complete the formal appeal request form.
- (d) The resident requesting an appeal must demonstrate in their appeal request that they have grounds for a formal appeal, 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.
- (e) Once a complaint/appeal request is received, the resident will be contacted in writing within 72 hours to either setup their informal complaint meeting with the decision maker or formal appeal meeting with the General Manager or Director, Ancillary Services or designate. The Director of Ancillary Services or designate will provide the appeal request form and information on the process, as well as setup the Appeal Hearing Committee. The Appeal Hearing Committee is comprised of a Chair, one Thompson Rivers University student and one Thompson Rivers University staff.
- (f) The Appeal Hearing Committee considering the formal appeal may, after reviewing the case:
  - i) uphold the findings and/or sanctions;
  - ii) reverse the findings;
  - iii) reverse or modify the sanctions;
  - iv) determine that there was a procedural error and ask the original decision-maker to rehear the case.
- (g) During a formal appeal, all sanctions (minus financial sanctions) remain valid until they are reversed or modified by the Appeal Hearing Committee.
- (h) All decisions made in a formal appeal are final and are not subject to further appeals.