



APPEAL FOR WAIVER OF TOEFL/MELAB/IELTS

ADMISSIONS COMMITTEE

Office of the Registrar

Name: _____ Student No. _____
Surname Given name in Full
Address: _____ Birth date: _____
Apt, House Number Street Year Month Day
City, Province Postal Code Telephone (_____) _____

All students applying for admission whose mother tongue (first language) is not English are required to write the Test of English as a Foreign Language (TOEFL) and the Test of Written English (TWE). The Michigan English Language Assessment Battery (MELAB) or International English Language Testing System (IELTS) are acceptable alternatives to TOEFL/TWE. Admission consideration is based on academic qualifications along with evidence of English proficiency for those applicants whose first language is not English. Submission of this appeal does not guarantee a waiver. The appeal will not be considered until all academic documents have been submitted for admission consideration.

Print neatly in the space provided for each response. If you are using a computer word-processor, please number each response and attach your printed pages to this form. Be sure to complete the two boxed information areas on the form.

- 1. Indicate your experiences with the English language (work or education) which you feel will support your appeal.
2. Indicate scores you have achieved on ANY English Proficiency tests/exams which you have taken. Official scores/reports must be submitted to the Admissions Office.

3. Indicate all ESL courses undertaken. Specify the level of course, grades achieved and a contact person for each institution attended. Official grades must be submitted to the Admissions Office.

4. In your own words, please write a brief narrative outlining what you hope to gain from attendance in degree courses at Brescia University College.

Your appeal will be acted upon as expeditiously as possible (normally within two weeks of receipt of the appeal and supporting documentation). You will be notified in writing of the decision. Only in **exceptional** cases may an applicant request a review of this decision. Such a request must be made in writing to the Brescia University College Admissions Appeal Committee within two weeks of the issuance of the decision. The onus is on the applicant to provide evidence of a substantive nature that one of the following affected the decision: Senate-approved procedure not followed; Senate-approved policies governing admission, readmission or advanced standing not followed; unfairness or bias in the appeals subcommittee

Your signature indicates that all responses on this form and any accompanying pages are factual and were prepared entirely by you, and that all documents submitted in support of your appeal are original or certified copies of originals. **Written information that is not original, or information that is falsified will result in the immediate rejection of the applicant.**

Signature: _____ Date: _____

You should retain, for your own records, a photocopy of your appeal and all documents submitted. Send the original form and documents to: Brescia University College, Registrar's Office, 1285 Western Road, London, Ontario, N6G 1H2