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October 23-24, 2026
Richmond, BC

Eligibility Appeals: Best Practices for a Complete Application

Presenters

October 23-24, 2026
Richmond, BC

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EAC Chair- 2 years
EAC Committee Member- 12 years

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Overview

- Purpose of Appeals
- Eligibility Appeal Process & Deadlines
- What Makes a Strong Appeal
- Common Weaknesses
- Goal: Help schools prepare complete, organized, and evidence- based appeals.

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Purpose of Appeals



Why eligibility rules exist



Purpose of Appeals



Important to Remember

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Eligibility Process

Eligibility Applications

- Eligibility Applications, Change of Residence Forms, and Transfer Forms are review by the Eligibility Officer (EO)
- May be submitted any time
- Reviewed by EO as they are received

Eligibility Appeals

- Eligibility Appeals Forms must be submitted by 2:00pm on the Tuesday preceding the meeting date
- Appeals are reviewed by the Eligibility Appeals Committee (EAC)
- Appeals are reviewed at the next published EAC meeting
- The EAC meets 10 times per year
- Depending on number of appeals, returned to schools Monday after the meeting date

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What Makes a Strong Appeal?

Complete Eligibility Appeal Package

Organized

Clear Rationale

Supported by Evidence

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Organized



Be complete



Be factual



Be concise

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Clear Rationale



WHAT RULE IS BEING APPEALED OR BASIS NOT COVERED IN THE RULES FOR THE APPEAL



EXPLAIN THE CIRCUMSTANCE



CLEAR TIMELINE, DATE OF EVENTS, SCHOOL CHANGES, MEDICAL EVENTS, FAMILY MOVES, REGISTRATION DATES

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Supporting Documentation

Examples of Supporting Documentation

- Medical documentation
- Letters from administrators and counsellors
- Third party professional documentation
- Other relevant records that can verify the circumstances

Key Reminders

- Support claims with evidence whenever possible
- The EAC can only evaluate information that is submitted
- All appeal materials are confidential

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Common Weaknesses

- Lack of supporting third-party documentation
- Reliance on letters from friends, family members, or other non-professional sources
- Incomplete appeal submissions
- Insufficient evidence to support the appeal
- Appeals based on competitive considerations rather than exceptional circumstances

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Questions?

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