

# English for Academic Purposes Reinstatement Policy

## 1. Policy Statement

Students that wish to initiate the readmission process to the Toronto School of Management English for Academic Purposes (EAP) program must complete the formal reinstatement policy as outlined below. A student who wishes to re-enter the EAP program after withdrawing (either voluntary or mandatory withdrawal), must reapply after approval. Our reinstatement committee will review your petition to determine if you are eligible to be reinstated to the Toronto School of Management. This policy does not apply to those students who have successfully graduated with their first program and are endeavoring the second.

## 2. Readmittance Process

- 2.1 Students must complete and sign the readmittance petition form below and submit it to the EAP Student Services office in person or by email to [eapstudentservices@TorontoSoM.ca](mailto:eapstudentservices@TorontoSoM.ca), who will date stamp the form and process the readmittance request. As this document will be reviewed by our reinstatement committee, please ensure adequate time and care when filling out this form. If you withdrew for medical reasons, please provide accompanying medical documentation. All other documentation to support your withdrawal will be accepted as well.
- 2.2 Our reinstatement committee will review your reinstatement petition to determine your eligibility for readmission to the Toronto School of Management. Readmission is not automatic, and the committee shall review all areas of the student's profile, which include, but are not limited to: academic performance, compliance with study permit/work permit rules and regulations, credit worthiness, and the quality of content on your petition.
- 2.3 The review process by committee will commence once the student sends their petition to [eapstudentservices@TorontoSoM.ca](mailto:eapstudentservices@TorontoSoM.ca). The EAP Manager will then initiate the review to be completed no later than 14 business days upon initiation. The committee is to always be formed by an odd number of participants for a successful vote for reinstatement.
- 2.4 Once a verdict is rendered, the student will receive the result of their petition via email. On the petition, it will state clearly if you have been reaccepted to the Toronto School of Management with a DENIED or APPROVED decision from the committee.

### **3. APPROVED - Reapply to the Toronto School of Management**

- 3.1 EAP Student Services will confirm with student any late fees, outstanding balances, new program fees, and any updated document information.
- 3.2 Once any outstanding balances are paid, TSoM EAP Student Services will re- introduce you to the academic department, wherein the academic department will provide you with links to resume classes.
- 3.3 Once a student is readmitted to the Toronto School of Management EAP program, the student will be placed on academic probation for one module (4 weeks) and the committee will be monitoring the student's performance.

### **4. DENIED – Appeal the Petition Committee's decision**

- 4.1 Students have a right to appeal the result rendered on the petition by sending an email to [eapstudentservices@TorontoSoM.ca](mailto:eapstudentservices@TorontoSoM.ca). Please include a 500-word explanation as to why you think the decision rendered by the petition committee is incorrect. Please also include the reasons as to why the Toronto School of Management should readmit you and the circumstances surrounding why you think the committee decision should be reversed. The Associate Director of Academics & Student services will review your formal appeal and will initiate a review process with the same protocol as the petition committee. The review process will be completed no later than 14 business days upon initiation.
- 4.2 The verdict of the Associate Director of Academics & Student Services is binding and shall be final. If the verdict is a denial, your student record will have a permanent note with your ineligibility of enrollment to the Toronto School of Management.
- 4.3 Furthermore, you will be unable to apply for readmission through our partner institutions or transfer back to the Toronto School of Management through our partner institutions.

### **5. Prerequisites for your petition**

- 5.1 We request that you have no previous outstanding balances with the Toronto School of management before we consider your petition. Payment of your previous outstanding balances does not mean you will automatically be readmitted to the Toronto School of Management but is a minimum requirement for your petition to be considered by the

reinstatement committee. You can email [studentfinance@torontosom.ca](mailto:studentfinance@torontosom.ca) to ascertain if you have any outstanding balances.

*Last Updated: February 7, 2023*

## Petition of reinstatement and readmission to the Toronto School of Management

### Petitioner Information

Full Name: \_\_\_\_\_  
*Last First M.I*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit*

\_\_\_\_\_  
*City Province Postal code*

Phone: \_\_\_\_\_ Student Number: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Program: \_\_\_\_\_

Are you a citizen of Canada? ☐ YES ☐ NO

Do you have a valid study permit? ☐ YES ☐ NO

If yes, expiry date of study permit? \_\_\_\_\_

Did you withdraw involuntary? ☐ YES ☐ NO

If yes, please let us know the date of withdrawal: \_\_\_\_\_

## Petition Essay for Readmissions

(For Academic Reasons) **In 500 words or less**, please explain the circumstances of your previous academic performance at Toronto School of Management. Please provide reasoning on what you have done to adjust your attitudes towards your studies and how it will ensure your success at the Toronto School of Management. If for involuntary reasons, please state the reasons and attach accompanying documentation to support your petition.

(For Financial Reasons) **In 500 words or less**, please explain the circumstances of your non-compliance with your payment schedule and what has changed since you withdrew that will ensure that your compliance to installments and payment plans will be kept up to date. Refrain from providing examples of macro significance such as a pandemic or due to the poor job market situation.

(For Personal Reasons) **In 500 words or less**, please explain the personal circumstances surrounding the withdrawal from your program. These can include, but are not limited to, medical reasons, loss of a family member, or other extenuating circumstances. Where applicable, please provide supporting documentation.

*Please write clearly and in legible handwriting. This essay will be weighted heavily on the committee's decision to approve or deny your request to reinstatement and readmission to the Toronto School of Management:*

### Essay writing area:

Please check the following for:

☐ Academic reasons

☐ Financial Reasons

☐ Personal reasons

**For Internal use only**

Committee: \_\_\_\_\_ Date Received: \_\_\_\_\_

Student intake: \_\_\_\_\_ Program: \_\_\_\_\_

Module: \_\_\_\_\_ Year: \_\_\_\_\_ Last module attended: \_\_\_\_\_

Reason for Withdrawal: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for petition: \_\_\_\_\_

Committee Decision: ☐ APPROVED ☐ DENIED