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## **APPEALS POLICY**

At SIT Study Abroad we are confident in the admissions decisions we make based on the materials presented in each application. Applicants who have been denied admission have the right to submit an appeal of the decision to be reviewed in a fair and comprehensive manner by an appeals committee.

Letters of appeal should include any information that was omitted or unavailable at the time of original application, and any supporting documentation, which could significantly impact the decision of the appeals committee. The Letter of Appeal should be submitted to the Director of Admissions along with any accompanying materials within ten days of the student's receipt of notification of our admissions decision. Once the appeal has been received, the appeals committee will make a decision on the case within five business days. Please note that due to the SIT Study Abroad rolling admissions policy, a program may fill for a particular semester while an admissions decision is being appealed. In addition, certain programs have logistical deadlines that may pass before an appeals decision is made. In these situations, we are unable to reserve a place in the program for a student whose application is in the appeals process.

Any questions about the appeals policy should be directed to the Director of Admissions.