

## **Appeals Procedure for Cancellation of Registration**

In the event of a cancellation of registration by the University, the student concerned will be notified in writing in the following forms: email with a delivery notification and a read receipt, and by recorded delivery to the address that the student gave at registration. This is considered official notification of cancellation.

The sent document contains the reasons for the decision and informs the student of the right to appeal.

The appeals procedure for cancellation of registration is as follows:

- The cancellation of registration may be subject to an appeal lodged by the candidate to the Government Commissioner at UMONS, Place du Parc, 15, 7000 Mons. The appeals period starts on the first working day following the notification of the decision to cancel registration.
- The student lodges an appeal either in person or by recorded delivery to Place du Parc 15, 7000 Mons, or by email to [commissaire.gouv@umons.ac.be](mailto:commissaire.gouv@umons.ac.be); in all cases, the student will receive proof of receipt; if declared inadmissible, an appeal of this contested decision must be submitted within 15 working days.

All appeals must mention:

- 1° the student's identity, home address, telephone number, e-mail address, and nationality;
- 2° the precise subject of the appeal and the reasons for the appeal;
- 3° the official name of the higher education institution that issued the contested decision;
- 4° the course on which the student was registered;
- 5° a copy of the contested decision, if applicable.

- The student can attach any document they consider necessary for their appeal and must state what the attached documents are.
- The institution is required to communicate the complete file and any remarks within 7 working days from the request for information from the Government Commissioner.  
The Government Commissioner shall rule on documents within 7 working days from receipt of the complete file sent by the higher education institution.
- If the Commissioner concludes that the appeal is inadmissible, the decision of the higher education institution is final.
- When the appeal is admissible, the Government Commissioner, or their delegate, either validates the higher education institution's decision, or rejects it and confirms the student's registration. The student continues to have access to learning activities, can take exams, and can benefit from credit transfer or validation.
- The Government Commissioner's decisions are sent by recorded delivery with acknowledgment of receipt, or by email to the email address provided by the student. A copy of the decision is also sent to the higher education institution.