

This form is used to request a review of a decision that has been made. The review request must be submitted within a reasonable time frame.

## Request for a review of a decision made by Aide financière aux études

Following your application for financial assistance, a notice of decision was uploaded to your Student Financial Assistance File or was sent to you by mail. If you disagree with this decision, you can request a review.

The review process serves as an appeal to have the rendered decision re-evaluated.

Before going through with this process, it is important to read the information that follows.

### Before making a review request

#### Make sure you understand the rendered decision

It is important to fully understand the rendered decision before contesting it. We recommend that you contact your educational institution's financial aid office if you need any assistance. Its contact information can usually be found on your educational institution's website.

You can also contact the [Client Services of Aide financière aux études](#).

If you have any questions concerning your application for financial assistance for full-time studies, you can also consult the [Student Financial Assistance: Information on the Loans and Bursaries Program guide](#), which provides detailed information about this program.

These steps will help you better understand the rendered decision and, if needed, help you identify the appropriate appeal option.

#### Make sure that your file is complete

If you want to add information to your file, report a change during the year, or submit documents, you do not need to request a review.

A declaration of change does not constitute a review request.

You can update your information in order to generate a new analysis:

- by completing a Declaration of Change form in your [Student Financial Assistance File](#)
- by filling out and submitting one of the following forms by mail:
  - > [Form 1012 – Declaration of Change – Student](#)
  - > [Form 1128 – Update -Part-Time Education Loan Application](#)
  - > [Form 1801 – Declaration of Change – Québec Perspective Scholarship Program](#)
- by [submitting your documents](#) in your Student Financial Assistance File

#### Deadlines

The deadlines to submit new information or documents vary from one program to another. To avoid any confusion or problems, such as the refusal of the processing of a document, do not hesitate to contact your student financial aid office or the [Client Services of Aide financière aux études](#).

### Admissible requests for review

The rendered decision can be re-evaluated if:

- You deem that it does not comply with the [Act respecting financial assistance for education expenses](#) or its regulation, or their associated provisions or administrative procedures.
- You deem that the amount of financial assistance was not calculated in accordance with the rules in effect.
- You are contesting a decision regarding your eligibility.

Your review request may not be admissible, for example, if:

- You disagree with the rules of the student financial assistance program.
- You contest your student status (full-time or part-time), which was confirmed by your educational institution's financial aid office.
- You deem that the financial assistance calculated does not reflect your actual budget.

If the Bureau de la révision of Aide financière aux études deems your request inadmissible, it will be transferred to the appropriate department and you will receive a letter notifying you of the situation.

## Deadline to file a review request

For the following programs, your review request must be submitted within a reasonable time frame:

- Loans and Bursaries Program for Full-Time Studies
- Loans Program for Part-Time Studies
- Allowance for Special Needs Program
- Intern Perseverance and Success Scholarship for Various Programs in Education, Health and Social Services

If a certain amount of time has elapsed between the decision made and your review request, you must justify that delay.

For the Québec Perspective Scholarship Program, the deadline for filing a review request is 30 days.

## Filing a request for a review

You can [submit the form](#) directly in your Student Financial Assistance File or send it by mail.

## Section 1 – Prior Confirmation

Important! As part of a review request, the evaluation is carried out using the same documents that were in your file at the time the decision was made. If you have not yet submitted all your documents, do not fill out this form. Instead, upload your documents directly in your Student Financial Assistance File or send them by mail. A new evaluation will be carried out after they have been submitted. If necessary, you can refer to the procedure for [submitting a document](#).

I hereby certify that I have provided all the information necessary for the evaluation of my file before submitting this review request.

## Section 2 – Identity of the student

Last name

First name

Date of birth

Y

M

D

Permanent code assigned by the Ministère

## Section 3 – Reason for the request

School year covered by the review request: 20\_\_\_\_ - 20\_\_\_\_

Please select the reason for your review request:

- You deem that the decision does not comply with the [Act respecting financial assistance for education expenses](#) or its regulation, or their associated provisions or administrative procedures.
- You are contesting the amount of financial assistance granted to you because you believe that it was not calculated in accordance with the rules in effect.
- You are contesting a decision based on your eligibility to receive student financial assistance.

## Section 4 – Justification of the request

Please explain in detail the reasons why you are contesting the decision made. If the space provided is insufficient, you may attach a letter that explains your reasons.

## Important information

- A response will be sent to you by mail as soon as your request has been processed.
- If, upon review of your request, it is concluded that none of the above admissibility criteria are met, the initial decision will be upheld.
- To learn more about your rights of recourse, consult <https://www.quebec.ca/en/gouvernement/ministeres-organismes/enseignement-superieur/plainte/appeals-remedies>.

## Section 5 – Declaration

I hereby certify that all the information in this form is accurate and complete.

**X** \_\_\_\_\_

Date		
Y	M	D

Electronic signatures are not accepted.

## Section 6 – Protection of personal information

By filling out this form, you consent to Aide financière aux études collecting your personal information to process your request. Without this information, your request cannot be analyzed and you will not be able to receive the financial assistance to which you are entitled. You can modify your personal information directly in your file or by contacting us using the contact information provided on this form.