



STUDENT APPEAL FORM

*(STUDENT TO complete this form in **BLOCK LETTERS**)*

Lodge a formal Appeal by completing this form and submitting to **HIC Administration Office**

FAMILY NAME (SURNAME)	
FIRST NAME (GIVEN NAME)	
HIC STUDENT ID	
COURSE CODE	
COURSE NAME	
STUDENT ID NUMBER	
TELEPHONE NUMBER	
EMAIL ADDRESS	
DATE OF LODGEMENT	

Type of Appeal *(please tick)*

- Disciplinary measures
- Assessment outcome
- Unsatisfactory course progress
- Non-payment of fees
- Others: please specify _____

Reasons for Appeal: *Outline clearly your issue. Please attach letter if more space is required. Please attach all supporting documents (if applicable).*

Student Signature: -..... **Date:** -.....



STUDENT APPEAL FORM

(STUDENT TO complete this form in **BLOCK LETTERS**)

For Office use only:

Form received by _____ Date _____

Interview conducted by PEO Signed: _____ Date _____

<p>Outcome of the Appeal</p>	
---	--

Appeal Resolved Yes / No (Please circle)

- Decision in support of student
- Student appeal rejected
- Others: please specify _____
- Report via PRISMS on _____ by _____

Further Action Required Yes / No (Please circle)

Appellant Notified of Outcome by (name) _____ Date _____

Signature of Responsible Person _____

Copy Placed in Student File By _____ Date _____