



**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**

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

**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:** -.....



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**For Office use only:**

Form received by \_\_\_\_\_ Date \_\_\_\_\_

Interview conducted by PEO Signed: \_\_\_\_\_ Date \_\_\_\_\_

<p><b>Outcome of the Appeal</b></p>	
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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 \_\_\_\_\_