

STUDENTS APPEAL FORM

STUDENT NAME:		STUDENT ID:	
COURSE:		INTAKE:	
DATE OF APPEAL:		SIGNATURE:	

1. EXPLAIN WHAT YOU ARE APPEALING BY TICKING ONE (1) OR MORE BOXES BELOW:

<input type="checkbox"/>	1.1 Appealing a Notice of Intention to Cancel COE for violation of Course Progress Policy.
<input type="checkbox"/>	1.2 Appealing a Notice of Intention to Cancel COE for violation of Tuition Fee Policy.
<input type="checkbox"/>	1.3 Appealing a Notice of Intention to Cancel COE for violation of Attendance Policy.
<input type="checkbox"/>	1.4 Appealing a Notice of Intention to Cancel COE for violation of Code of Conduct Policy.
<input type="checkbox"/>	1.5 Appealing a VET unit of competency outcome which has been deemed as Not Yet Competent (NYC).
<input type="checkbox"/>	1.6 Appealing an ELICOS topic / subject outcome which has been deemed as Not Satisfactory (NS).
<input type="checkbox"/>	1.7 Appealing a suspension of class imposed on me by Kingston International College.
<input type="checkbox"/>	1.8 Appealing a Deferral / Suspension (student initiated) / Cancellation / Withdrawal of course outcome.
<input type="checkbox"/>	1.9 Other <i>(Please provide details):</i> <div style="border-top: 1px dotted black; height: 20px; margin-top: 5px;"></div> <div style="border-top: 1px dotted black; height: 20px; margin-top: 5px;"></div>

2. MANAGEMENT USE ONLY:

2.1 The Appeal was deemed as: <i>(Tick only one (1) box).</i>	<input type="checkbox"/> SUCCESSFUL	OR	<input type="checkbox"/> NOT SUCCESSFUL
2.2 Provide reasons for compassionate or compelling circumstances <i>(if any):</i>			
2.3 Course of actions to be taken by Administrative and Student Support Department <i>(if any):</i>			
2.4 Academic Manager's name and signature: <i>(With date of decision)</i>	Sanjay Rungasamy, MoCA, VET, Dated on:		