



Appeal Form HEFOR68

SECTION A: Student Details

Given Name:	Surname:
SCEI-HE Student ID No.:	Course Name:
Mobile No.:	Email Address:

SECTION B: Reason for Appealing (Please tick as appropriate)

Outcome of	☐ Complaint/Grievance	☐ Academic	☐ Others: _____
Refusal of	☐ Deferment	☐ Leave of Absence	☐ Withdrawal
	☐ Refund	☐ Others: _____	☐ Transfer between Registered Providers

SECTION C: Statement of Your Grounds for Appeal

(You must attach supporting evidence to be considered. Attach additional page if required.)

☐ Supporting Evidence (please specify): _____

☐ I understand and accept that the processing time will take up to 10 working days.

Student Signature:	Date:
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SECTION D: Office Use Only

Appeal Stage: ☐ 1 ☐ 2	Appeal Successful? ☐ Yes ☐ No
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Reason if it is not successful:

Staff Name:	Staff Signature:	Date:
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SECTION E: Administration

☐ Paradigm Update ☐ PRISMS Update ☐ Moodle Update ☐ Student Notified

Staff Name:	Staff Signature:	Date:
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