

ACADEMIC

REF NO.: ACA – SAF –

REV NO.: 001

*June's Beauty School*

貴夫人美容學校

STUDENT APPEAL FORM**STUDENT DETAILS**

Full Name:

Date:

Student ID:

Course:

Contact Number:

Email:

APPEAL DETAILS

State clearly the decision of the Examination Board against which you are appealing:

State the grounds as specified in the regulations under which you are making this appeal:

REDRESS DETAILS

What do you wish the outcome of your appeal to be?

Please Note:

1. The School shall allow students to submit a maximum of one appeal for a relook at their overall results.
2. You are required to pay SGD30 administrative fee to re-look your examination paper.
3. You may consult the Office Manager or Student Support Manager for assistance with your appeal
4. Before you submit, check: Does your appeal contain:
 - (a) A statement of all material facts
 - (b) All necessary medial or other evidence to support your appeal
 - (c) If your appeal is late – a detailed explanation of the reasons for late submission

STUDENT'S SIGNATURE	DATE

FOR OFFICIAL USE:

SUCCESSFUL

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UNSUCCESSFUL

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FOR OFFICIAL USE ONLY

Action Taken:

APPROVED BY EXAMINATION BOARD	RECORDED BY ACADEMIC DEPARTMENT
Name: _____ Date: _____	Name: _____ Date: _____