

**ACADEMIC**

REF NO.: ACA – SAF –

REV NO.: 002

*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?

June's Beauty School

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Website: [www.junebs.edu.sg](http://www.junebs.edu.sg) / [www.juneliew.com.sg](http://www.juneliew.com.sg)

UEN: 200604452H

Period of Registration (ERF): 20 JAN 2012 – 19 JAN 2016

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 SGD100 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

☐

UNSUCCESSFUL

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FOR OFFICIAL USE ONLY
Action Taken:

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