

**Student's Academic Appeal Form**

(For Student Use)

Re- Admission   
  Resit/Repeat   
  Late Enrolment   
  Fees  
 Others (please specify) \_\_\_\_\_

Name \_\_\_\_\_

Student ID. \_\_\_\_\_ Tel No. \_\_\_\_\_

Email \_\_\_\_\_

Programme \_\_\_\_\_

Semester 1st  2nd  3rd  4th  5th  6th  \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use**

Appeal Letter from <b>Student</b> Enclosed ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Received _____
Appeal Letter from <b>Parents</b> Enclosed ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Staff's Name _____
Supporting Documents Enclosed ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Staff's signature _____

**Library - Fee related**  
Comments :

\_\_\_\_\_

\_\_\_\_\_

Name                      Signature                      Date

**International Office (IO) – Late enrolment**  
(International Students must seek approval from IO) Comments :

\_\_\_\_\_

\_\_\_\_\_

Name                      Signature                      Date

**Head of Programme / Programme Coordinator / Department Head**     Recommended     Not Recommended

Comments :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name                      Signature                      Date

**Dean / Asst. Dean**                       Approved                       Not Approved

Comments :

\_\_\_\_\_

\_\_\_\_\_

Name                      Signature                      Date

**Academic Dean**                       Approved                       Not Approved

Comments :

\_\_\_\_\_

\_\_\_\_\_

Name                      Signature                      Date

**Finance Office**  
Comments :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name                      Signature                      Date

**Chief Executive's Office (Financial matters only)**  
Comments :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name                      Signature                      Date