

# Appeal Form (Singapore)

This form is intended for use by students who are dissatisfied with the outcome of the Formal Review, or a decision made by a staff member or by a governing body such as the Board of Examiners.

## Procedure

1. Read the [Appeals Policy](#) and the [Appeals Procedure](#), which are available on the Curtin College website (<https://www.curtincollege.edu.au/current-students/essential-information/policies-procedures-forms/>).
2. **If appealing Terminated Status.** Complete this form and email it to [appeals@curtin.edu.sg](mailto:appeals@curtin.edu.sg) along with relevant documentary evidence, personal statement supporting your appeal, within twenty (20) working days of the receipt of the written Notification of Terminated Status email.
3. **For all other appeals,** complete this form and email it to [appeals@curtin.edu.sg](mailto:appeals@curtin.edu.sg) along with relevant documentary evidence, personal statement supporting your appeal, within ten (10) working days of the receipt of the written notification of the decision that is being appealed.
4. Your application will be reviewed by the College's Appeals Committee, and you will receive a response within ten (10) working days of receipt.
5. If you are satisfied with the outcome, no further action is required. If you are dissatisfied with Appeals Committee's decision, please refer to [Appeals Procedure](#), Section 10, page 7 for further information.

<b>Student ID:</b>			
<b>Family name:</b>			
<b>Given names:</b>			
<b>Current Address:</b>			
<b>Date of Birth:</b>		<b>Phone:</b>	

I would like to appeal the following

<p><b>Enrolment Policy</b></p> <p><input type="checkbox"/> Enrolment, Study Load, Unit Registration, <input type="checkbox"/> Refusal of Deferral of Studies <input type="checkbox"/> Refusal to change to another Curtin College program <input type="checkbox"/> Other _____</p> <p><b>Academic Integrity Policy</b></p> <p><input type="checkbox"/> Finding of academic misconduct; <input type="checkbox"/> Penalty imposed for academic misconduct; <input type="checkbox"/> Other _____</p>	<p><b>Assessment Policy</b></p> <p><input type="checkbox"/> Outcome of Formal Review <input type="checkbox"/> Final Grade <input type="checkbox"/> Other _____</p> <p><b>Progress and Intervention Policy</b></p> <p><input type="checkbox"/> Conditional Status <input type="checkbox"/> Terminated Status <input type="checkbox"/> Other _____</p> <p><b>If you wish to register in your classes whilst waiting for the outcome of this appeal, please select this box. <input type="checkbox"/></b> <b>(for penalties, please refer to the <a href="#">Student Refund Policy</a>)</b></p>
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**Reason for Appeal:** Please describe your reason below, and attach relevant documentary evidence, personal statement supporting your appeal.

I confirm that I have read and understand the [Appeals Policy](#) and the [Appeals Procedure](#).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_