



Student Appeal Form

- Please submit your completed form to Windsor Institute of Commerce reception.
- Please see our Student Welfare Officer if you have any questions or need advice to fill in this request.
- An appointment is required, you will be contacted by a member of staff concerning this lodgment within 14 days

Student Details:	
Student ID:	Course:
Family Name:	Given Names:
Contact Phone Number:	Email:
Address:	
Student Signature:	Date:

DETAILS OF YOUR GROUNDS FOR APPEAL:

Attach additional pages as needed AND your evidence of your grounds for this appeal

OFFICE USE ONLY	
Interview Date: _____	Time: _____
Interview By : _____	Position: _____
Appeal Type <input type="checkbox"/> Attendance <input type="checkbox"/> Academic Probation <input type="checkbox"/> Non Payment <input type="checkbox"/> Misconduct	
Comments:	
Outcome : _____	
Follow up Action required by : _____ Date: _____	

The copy of this form must be kept in the student file for future reference