

# ACADEMIC APPEAL



NAME	<input type="text"/>	PROGRAMME	<input type="text"/>
STUDENT ID	<input type="text"/>	EMAIL ADDRESS	<input type="text"/>

An academic appeal is a request for a formal decision to be re-assessed by the Office of the Dean. You can appeal decisions related to academic processes such as:

- Special Consideration
- Academic Misconduct
- Transfers of Credit or exemptions
- Admission to a programme or module
- Cancellation of enrolment
- An outcome of an assessment grade reconsideration application
- An outcome of a final module grade reconsideration application
- Academic progress (pass/fail)

You have **10 working days** to appeal any academic decisions.

You **must attach** a copy of the formal response/outcome letter for which you are appealing a decision and any other supporting documentation pertaining to your original complaint or appeal.

If you are looking to formally raise your concerns regarding other academic matters such as delivery, quality or academic staff, please see our formal complaint form.

If you would like to proceed with an academic appeal, please complete the following form and submit it in person to our Student Enrolment and Information Centre (SEIC) or email it to [appeals@wintec.ac.nz](mailto:appeals@wintec.ac.nz).

**Please note:** There is a **\$60 fee** with all appeal applications. This fee will be refunded in full if your appeal is successful. This fee must be paid before your appeal is processed.

- **Internet banking:** Payment can be made to the Wintec bank account # 02 0316 0112455 00. Please use your student ID number as the reference.
- **EFTPOS/Debit:** Payment via EFTPOS or Debit card can be made at our Student Enrolment and Information Centre (SEIC), located in A block, City campus.
- **Credit Card:** Please provide the following information:

Type of card  Visa  Mastercard

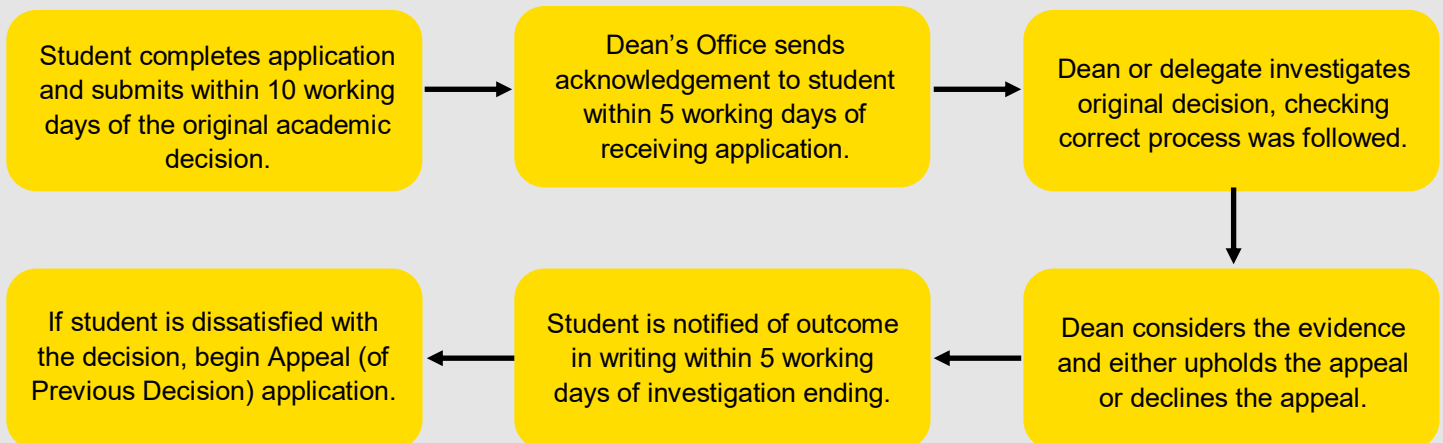
Card number \_\_\_\_\_

Name on card \_\_\_\_\_

Total amount to be charged \$ \_\_\_\_\_

Expiry Date \_\_\_\_\_

Signature \_\_\_\_\_



DATE RECEIVED:

PLEASE TURN OVER →

**Please explain why you are appealing the original academic decision.**

- If you are appealing one of your grades, you **MUST** submit an application for a grade reconsideration first.
- If you were impaired during or prevented from attempting one of your assessments, you **MUST** apply for Special Consideration first.
- You **MUST** attach a copy of the formal response/outcome letter for which you are appealing a decision. You are encouraged to attach any further information or evidence for the Dean's consideration.
- There is a \$60 fee with all appeal applications. This application will not be processed until payment has been received.

**Attach additional pages if needed**

**STUDENT DECLARATION**

I declare the information submitted on this application form and in the attached document(s) is, to the best of my knowledge, correct and complete. I understand it is my responsibility to provide the necessary evidence. I understand that this application may lead to no change to the original decision.

**Student Signature**

**Date**

**Thank you for your appeal. You will receive an acknowledgement within five working days of your application being received.**