

APPEAL OF PREVIOUS DECISION

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

An appeal to Executive is a request for a formal decision to be re-assessed by an Executive. This may be our Chief Executive, the Dean or a delegate depending on the nature and outcome of the original investigation. You can appeal to an Executive regarding:

- the outcome or decision of a formal complaint
- the outcome or decision of an academic appeal

This is the final stage in our appeal process. Please ensure you have followed our formal complaints process or academic appeals process before appealing to an Executive.

You may appeal to an Executive within **15 working days** of receiving an outcome to your formal complaint or academic appeal.

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

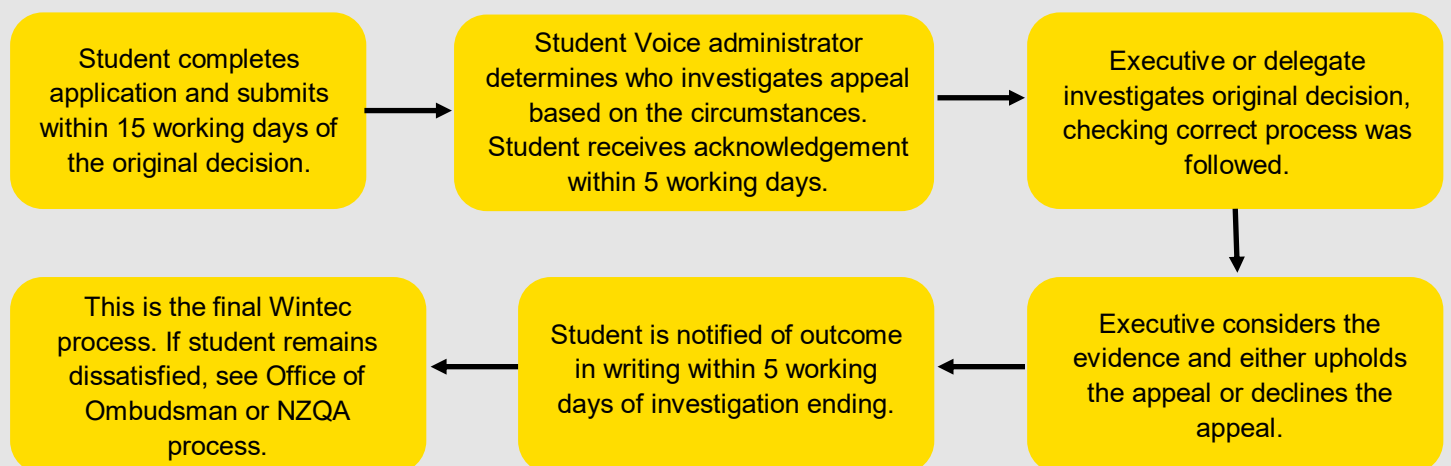
If you would like to proceed with an appeal to Executive, please complete the following form and submit it in person to our Student Enrolment and Information Centre (SEIC) or email it to appeals@wintec.ac.nz.

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 _____



Please explain to the Executive why you are appealing the original outcome of your formal complaint or academic appeal. To ensure your application can be processed:

- Ensure you have submitted a formal complaint or an academic appeal first.
- **Attach a copy of the formal response/outcome letter for which you are appealing a decision.**
- Attach any other evidence or information for the Executive's consideration.
- Attach evidence you have paid the \$60 fee for this application

Attach additional pages if needed

STUDENT DECLARATION

- I understand that the person who made the original decision will be notified that I have made an appeal against the original decision and the nature of this appeal.
- In the case of appealing the outcome of a formal complaint, I understand that the person I made the complaint about will be notified that I have made an appeal against the original decision and the nature of this appeal.
- I understand that I may be required to attend meetings or provide further information if requested.
- I confirm that I have completed this form, or have overseen the completion of this form, and that the contents are true and correct to the best of my recollection.

Student Signature

Date

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