

When should I submit an appeal to the Academic Board?

An appeal to the Academic Board is a request for a formal decision or outcome of a previous Academic Appeal to be re-assessed by the Academic Board. You can appeal outcomes of your prior Academic Appeals in relation to:

- Special Consideration
- Cancellation of Enrolment
- Transfers of Credit
- Refusal to permit entry to a programme or module
- An outcome of a Grade Reconsideration application
- Academic progress (pass/fail)

Students can appeal to the Academic Board within **15 working days** of receiving an outcome from the original Academic Appeal. If you have not yet submitted an Academic Appeal, please do so using the *Academic Appeal* form.

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

PLEASE NOTE: There is a **\$55 fee** with all appeal applications. This fee will be refunded if your appeal is successful. This fee must be paid before your application 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.
- **SEIC:** Payment can be made directly to the Student Enrolment and Information Centre, located in A Block City Campus.
- **Credit Card:** Please download the credit card form and attach it to this application

Submit your application in person to the Student Enrolment and Information Centre (SEIC) or email it to academicsservices@wintec.ac.nz.

Student ID	<input type="text"/>	What kind of academic decision are you appealing?	
Name	<input type="text"/>	<input type="checkbox"/> Entry into module	<input type="checkbox"/> Special consideration
Email	<input type="text"/>	<input type="checkbox"/> Entry into programme	<input type="checkbox"/> Grade reconsideration
Centre/School	<input type="text"/>	<input type="checkbox"/> Cancelled enrolment	<input type="checkbox"/> Other

Please explain to the Academic Board why you are appealing the original outcome/decision of your Academic Appeal. Clearly state your reasons and attach extra pages if needed.

I understand that there is a **\$55 fee** attached to this application. I understand that my application will not be processed until payment has been received (see above for details)

Have you submitted an **Academic Appeal**? Yes No

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 Academic Board's consideration.

I have attached the required document(s) in support of my appeal

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.

Signature

Date