

When should I Appeal to the Chief Executive

If you are unhappy with the outcome of a previous appeal, you may appeal the decision to the Chief Executive. The Chief Executive can re-assess:

- Outcomes/Decisions resulting from appeals to the Academic Board
- Outcomes/Decisions resulting from appeals to the Executive

If you have not submitted an appeal to the Academic Board or an appeal to Executive, please do so using the appropriate forms.

Students can appeal to the Chief Executive within **15 working days** of receiving an outcome from the original appeal.

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 complaint or 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"/>	Email	<input type="text"/>
Name	<input type="text"/>	Centre/School	<input type="text"/>

What kind of appeal(s) did you submit prior to this application?

Appeal to Executive Academic Appeal Appeal to Academic Board None

Please explain to the Chief Executive why you are appealing the original decision made by an Executive/Director or the Academic Board. 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)

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 Chief Executive'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