



When should I submit an appeal to Executive?

An appeal to executive is a request for a formal decision to be re-assessed by the Dean or Director, ensuring that due process was followed during the original formal complaint investigation.

Students can submit an appeal to Executive within **10 working days** of receiving an outcome of their formal complaint. If you have not yet submitted a formal complaint concerning this matter, please see the *formal complaints* 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 complaint.

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 academicservices@wintec.ac.nz.

| | | | |
|------------|----------------------|---------------|----------------------|
| Student ID | <input type="text"/> | Email | <input type="text"/> |
| Name | <input type="text"/> | Centre/School | <input type="text"/> |

Please explain to the Dean/Director why you are appealing the original outcome of your formal complaint. Please attach extra pages if needed.

I confirm that this appeal is in response to an existing decision/outcome of a formal complaint

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 Dean's/Director's consideration.

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

- I understand that the person(s) I am making a complaint about will be notified that I have made an appeal against the original decision and the nature of this appeal.
- I understand that the appeal investigation process can take several weeks depending on the case complexity and availability of staff or student(s) for any meetings during the investigation.
- I understand that I may be required to attend meetings as part of the investigation.
- 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.

Signature

Date