Australian National Institute of Management and Commerce

Previously known as
Top Education Institute

APPLICATION FOR ACADEMIC APPEAL

Read this application carefully. Complete all sections and ensure that any supporting documents are attached and certified by a Justice of the Peace or equivalent in the approved form. Write in BLOCK LETTERS using a blue or black pen. Indicate with "N/A" where questions are not applicable.

1. Personal Information			
Student Number:			
Family Name:	Given Name/s:	Title ❑ Mr. ❑ Mrs.	❑ Miss ❑ Ms.
Date of Birth: / /	Gender: ❑ M ❑ F		
Telephone (H):	Telephone (W):	Mobile:	
Email:			
Course Code:	Enrolled Course Name:		

2. I request a review of final exam /mid-term exam /assignment result in unit:	
Unit Code and Name:	Lecturer's Name:
Tutor's Name:	Mark Received:

If you appeal a pass grade or higher, there is a $50 fee you'll need to pay. This may be refunded if the grade changes in your favour. If you're appealing a fail grade, you don't need to pay this fee.

3. The reasons for review *(Please provide statement of reasons):*

4. Declaration	
❑ I confirm that I have provided the correct information and details and I understand that the school will make the decisions.	
Applicant Signature:	Date: / /

OFFICE USE ONLY	
Lodgment Date of Request: / /	
Review Conducted by:	Date: / /
Comments:	
Result Amended: ❑ Yes, new mark granted ❑ No	Mark:
Signature:	Date: / /
Program Director Approval: ❑ Yes ❑ No	Signature: