**Student** **Name**: **Student Number**:

**Contact** **No**: **Email**:

**Address:**

**Reason for Appealing** *(please tick as appropriate)*

|  |  |
| --- | --- |
| **Refusal of** | * Leave of Absence * Release Letter * Refund |
| **Intention to Report (ITR) for** | * Non-payment * Misbehaviour * Attendance |

**Details of your grounds for appeal** *(Attach documentary evidence and any additional pages if required)*

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| **Student Signature:** | **Date:** |
| **Received by:** | **Date:** |