

## Appeal Against Termination (Diploma and Foundation Studies)

1. Student will be informed on Terminated status via Student Email. Student need to send out inwriting the reasons for the request **no later than 10 working days** after the date on which the student was formally advised that they have been terminated from the course of studies.
2. A request for review will only be accepted accompanied by the **Request for Review coversheet**.
3. The grounds for your Request for Review, which must be stated in detail and should include:
  - \*what went wrong and how it affected you and your studies*
  - \*what you have done about it*
  - \*what plans you have made to improve the situation*
4. Appropriate supporting documentation that supports your grounds for appeal. For example:
  - \*A medical certificate from a registered medical practitioner (the length and severity of illness)*
  - \*A letter of support from a University Counselling Services Counsellor*
  - \*A letter of support from a registered Psychologist*
5. Student will be notified on the outcome by examinations office via Student Email

### What happens next?

6. When the Examinations Office receives your letter, an acknowledgement is sent to you to Student email.
  - \*You should continue to enroll, pay fees and attend classes as per normal.*

### When will the decision be made?

7. The Head of School will respond to your Request for Review within 10 working days and you will be notified on the outcome by the Examinations Office via Student Email.
  - 7a. If the Request for Review is **successful**, you will be able to continue with your study. Note that **you will not automatically be re-enrolled if your appeal is successful**. You must check your enrolment immediately if your appeal is successful and re-enrol if necessary.
  - 7b. If the Request for Review is **unsuccessful**, you have to Accept the decision and cease study.