



For official use only

Appeal Code	
Received By	
Date	

APPEAL FORM

This form is to be completed and submitted to Administration Department for processing.

PERSONAL DETAILS

NAME			
NRIC / PASSPORT NO.			
STUDENT ID		PROGRAM	
CONTACT NO.		E-MAIL	

APPEAL DETAILS

Mark the category of your appeal:

- Defer semester / subject past the deadline (Attach Deferment Form)
- Examination Result / Grade Re-check (Attach Exam Re-check Application Form)
- Barred From Final Examination
- Hostel / Accommodation
- Tuition Fee / Financial Aid
- Other (Please specify): _____

DETAILS OF APPEAL (Please explain your appeal)

SUPPORTING DOCUMENTATION

Documentation included (Please check all that have been included)

- | | |
|--|---|
| <input type="checkbox"/> Deferment Form | <input type="checkbox"/> Receipt / Records of transaction |
| <input type="checkbox"/> Exam Re-Check Application Form | <input type="checkbox"/> Medical appointment history / MC |
| <input type="checkbox"/> Letter of support / Official letter | <input type="checkbox"/> Other: _____ |

STUDENT SIGNATURE

I have read and understand the Appeal Procedure as described in this form and have included pertinent documentation.

SIGNATURE **DATE**

THIS DOCUMENT IS TO BE READ TOGETHER WITH THE APPEAL FORM (ATI/ADM/F/19/63)

1. You may only appeal to a final decision, not a provisional outcome.
2. A student may appeal if he / she believes that:
 - a) The College has applied inappropriate criteria in evaluation, and /or
 - b) The College has unfairly interpreted his / her work in light of stated criteria, and /or
 - c) The College has made a calculation error in weighting the components which comprise the final examination mark.
3. Grade appeals must be objective in nature and based on evidence.
4. The appeal procedure steps are outlined below:

Step 1:

The Appeal Form must be completed, signed and dated, and returned no later than **seven (7)** days after receiving notification of the decision against which you are appealing.

Please return the form to

Administration Department, ATI College, Lot 26, Lorong Dewan, 88000 Kota Kinabalu, Sabah.

or by email to admin@ati.edu.my

It is your responsibility to ensure that the form has been completed correctly and that any supporting documentation is listed and attached.

Step 2:

The Management shall appoint appropriate personnel from associated department to serve as Chair and members of the Resolution Panel.

The Resolution Panel shall review the student's appeal and interview the parties, if deemed necessary.

The Resolution Panel will decide by majority vote if the appeal should be accepted or denied.

The Chair of the Resolution Panel shall confirm the review has been completed and decision has been recorded in Appeal Resolution Report.

Step 3:

The form and report must be returned to the respective department within **ten (10)** working days of the initiation date (the initiation date shall be date of the completed Appeal Form was received by the respective personnel).

Step 4:

The respective department will process the outcome and shall advise the student of the decision. Given no procedural irregularities in the appeal process, the Resolution Panel's decision is final and no further appeal is possible.