

**Appeal against Failed Semester Results**

**(PTDPOSTDIP)**

PACE-FRM-126(E)-04

*This form may take you 5 minutes to complete. You are advised to read the following terms and conditions carefully before completing the form. The data provided to Singapore Polytechnic will be kept strictly confidential. Thank you.*

**TERMS & CONDITIONS**

1. This form is only applicable for Part-Time Diploma or Post Diploma courses conducted by Professional & Adult Continuing Education (PACE) Academy.
2. A non-refundable fee of S\$26.75 (inclusive of 7% GST) per failed module will be charged. Payment by NETS is available at the PACE Academy Counter at T1A12.
3. All appeals against a failed test/ examination must be lodged within 4 working days from the release date of the Examinations Results. Appeals made after the deadline will not be entertained. Please note that only ONE such appeal can be lodged. No re-appeals are permitted.
4. Appeal application is subject to the approval by the Polytechnic. The Polytechnic's decision is final and no reason will be given.
5. You will be notified of the outcome of your appeal via email 10 working days after the submission date of this form.

<b>Part I STUDENT'S PARTICULARS</b>			
Name			
NRIC/FIN No.		Student ID	
Contact Number		Email	
Course			
<b>Part II APPEAL FOR FAILED MODULE(S)</b>			
Semester	20_____ April / October <i>(circle one)</i>		
<i>Non-refundable Admin Fee of \$26.75 (incl. GST) per module</i>			<i>For Official Use Only</i>
Module ID	Module Title	Cost (S\$)	Approval Status
		26.75	
		Total Cost	

**DECLARATION**

I confirm that the particulars and information furnished in this form and any accompanying documents are true and accurate to the best of my knowledge. I have read and understood the terms and conditions. I agree that the personal information I am providing in this form can be used by Singapore Polytechnic for the purpose of this application.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

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Received by		Date			
<b>Payment of Admin Fee(s)</b>					
Course ID	Fee Description	Unit Cost (incl GST)	Qty	Amt Paid	Receipt No.
501778	Admin Fee for Semester Results Appeal (per module)	\$26.75			
Confirmed By		Date			
Approval by School		Date			
Processed By PACE		Date			
Remarks					