

# Appeal Policy and Procedures

## Appeal Process

### **Appeal is applicable to 'Fail' results only.**

Students who wish to appeal their results shall complete and submit the Appeal Form within 14 working days from the date of release of results, together with the following documents:

- Completed Appeal Form
  - Non-refundable Appeal Fee of S\$214.00 (inclusive of 7% GST)
  - Marked Assignment (applicable for Assignment only)
  - Documents submitted by student
- a) Release of Appeal Result Letter within 21 working days from the Appeal Request\*.  
(\*from the date of receiving the completed set of required document and Appeal Fee)
- b) Appeal Form is available upon request from the Programme In-charge.

### **General Note:**

(i)	Application Fee	S\$107.00 (inclusive of 7% GST)
(ii)	Deferment/ Transfer/ Appeal Fee	S\$214.00 (inclusive of 7% GST)
<i>[Above (i) &amp; (ii) fees are non-refundable and non-transferable under normal circumstances]</i>		
(iii)	Application Form is available on website.	
(iv)	All other forms like Deferment/ Transfer/ Withdrawal/ Appeal/ Special Consideration/ Re-module/ Supplementary Examination, etc. can be obtained upon request from the respective Programme In-charge.	



Cert No. : EDU-2-2107  
Validity : 12/09/2017 - 11/09/2021

SHRI Academy  
CPE Registration No. 200722689Z  
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