

APPEAL / TRANSFER FORM
(TO BE USED AFTER THE RELEASE OF EXAMINATION RESULTS)
SEMESTER 1 / **SEMESTER 2** **ACAD YEAR :** _____

1. To be completed by the student (Attach NP exam results and submit the form to the current Sch/Div)

Name : _____ Student No. : _____ Tel/HP : _____

Course : _____ Stage : _____ Sex : F / M

Have you been dismissed and readmitted before ? Yes No
 (If yes, please specify details in a separate sheet)

Please tick the appropriate box :

Appeal against dismissal

Appeal for transfer of course to : _____
 (Transfer of course is strictly only for students who can proceed on in their studies.)

Please give reasons for appeal in a letter to be attached to this form.

 Signature of Student / Date

FOR OFFICIAL USE

2. From : Director / _____ (Current School/Division)

Against dismissal

Supported : Yes No

Transfer of Course

Supported : Yes No

Comments : _____

 Signature of Director / Date

3. From : Director / _____ (Receiving School/Division - Only for transfer cases)

Approved Not Approved

Comments : _____

 Signature of Director / Date

(For approved transfers, Sch/Div should complete the Credit Transfer/Exemption Form (NP/STATS/22) where relevant.)

4. To: Director / CET

Comments : _____
 Programme Manager / Date

Please turn over the page.

IMPORTANT NOTES

To: STUDENTS

(1) DEADLINE FOR SUBMISSION OF FORM

APPEAL AGAINST DISMISSAL AND FOR TRANSFER OF COURSE

The Form can only be submitted after the Semestral Examination and within the specified period stipulated in the Student Homepage.

LATE APPEALS WILL NOT BE CONSIDERED.

(2) Please complete **Section 1** of the Appeal/Transfer Form and submit it to your current School/Division, together with the following documents :

- Copies of all NP examination results
- Any other relevant documents

ANY INCOMPLETE FORM WILL NOT BE PROCESSED.

(3) Appeals for transfer will only be considered if there are vacancies in the course. You must also be able to complete the course within the duration stipulated.

Student will be informed of the outcome of appeal/transfer by post.

To: SCHOOL/DIVISION

(1) For appeals to transfer courses:

- the Current School/Division is requested to complete **Section 2** and forward the Form to the Receiving School/Division for consideration.
- the Receiving School/Division is requested to complete **Section 3** before routing the Form to the CET Academy for reply.

(2) School/Division is to forward all appeals to the CET Academy for reply to students.