



## APPEAL OF RESULTS FORM

**\*\*Submit Form within 7 working days of release of results on Moodle\*\***

**The college regulations relating to Appeals must be read and understood before submitting this form**

Student No: \_\_\_\_\_ Course: \_\_\_\_\_

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**The appeal form must be accompanied by a detailed written submission together with supporting documentation (if appropriate). Appeals submitted without a written submission or for which the fee has not been paid, will be rejected. It is a learner's responsibility to ensure an appeal is lodged fully and correctly.**

Subjects:	Module Code	Module Title
	_____	_____
	_____	_____

Date of Release of Results: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**I have read the college's policy regarding Appealing Results:**

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please Complete, Print and Submit in hard copy only.**

Payment (Cheque / Draft) of €130 attached:

Paid in cash at reception. Receipt No: \_\_\_\_\_

Paid by VISA by phone/in person. Receipt No: \_\_\_\_\_

You will receive a response within 10 working days. Should there be an upgrade in marks awarded, a full refund will be made payable to the payee.

### **OFFICE USE ONLY:**

Application Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

QAO Review: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Grounds to Appeal Present: YES / NO

If Grounds, Appeals Committee Review: \_\_\_\_ / \_\_\_\_ / \_\_\_\_