



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: ____ / ____ / ____