

**FACULTY OF EDUCATION**

**F7 MANUAL APPEAL FORM – UNDERGRADUATE STUDIES**

**Application for re-admission to the faculty. This form is only to be completed by students last registered in 2022 and did not appeal in 2023.**

*Note to student: Only complete section A, B, C and E. Once completed, this document must be submitted to the faculty officer who sent you the form by* ***17 January 2024.***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section A: Student information** | | | | | | | | | | | | | |
| **Student number** |  | | **Initial** |  | | | | **Surname** | | |  | | |
| **Email address** |  | | **Degree code** |  | | | | **Mobile number** | | | | |  |
| **Section B: Motivation for your appeal.**   1. **Provide reasons for your poor academic performance.** 2. **How do you intend to resolve the problems which impacted your academic performance? Briefly describe your solutions.** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Section C: Substantiating documents *(to be completed by the applicant)*** | | | | | **Section D: Document verification** | | | | | | | | |
| List the type of substantiating documents you are attaching in support of motivation for your appeal (for example: medical certificate)  *\*Note the documents must be certified* | | | | | Originals or certified copies of substantiating documents included as indicated  *(To be completed by the Faculty Officer receiving the appeal)* | | | | | | | | |
| **Yes** | | | | **No** | | | **Not applicable** | |
|  | | | | |  | | | |  | | |  | |
|  | | | | |  | | | |  | | |  | |
|  | | | | |  | | | |  | | |  | |
|  | | | | |  | | | |  | | |  | |
|  | | | | |  | | | |  | | |  | |
|  | | | | |  | | | |  | | |  | |
|  | | | | |  | | | |  | | |  | |
| **Section E: Student declaration/agreement** | | | | | | | | | | | | | |
| I agree that the content of this true and accurate. | | | | | | | | | | | | | |
| **Signature of the student** | | |  | | | | **Date** | | | | |  | |
| **Section F:**  **For office use only (to be completed by Faculty Administrator receiving the appeal)** | | | | | | | | | | | | | |
| **Acknowledgement of receipt** | | | | | | | | | | | | | |
| **Position** | |  | | | | | | | | | | | |
| **Title, Initial and surname** | |  | | | | **Signature** | | | |  | | | |
| **Date** | |  | | | |

**Note to Faculty Administrator:** *This signed document and substantiating documents are to be scanned to perceptive content in the student profile. The student is to receive a copy of the signed document.*

**Faculty stamp**