

**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.***

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| **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.**
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| **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** |
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| **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**