

Request for Appeal Form

(Please read the following instructions before completing this form)

INSTRUCTIONS

1. All appeals against assessment results shall be made in writing to SCAL Academy **within 14 working days** from the release of results.
2. A non-refundable fee of **\$60.00** is payable together with this appeal form. Request for appeal for DfSP course is **\$100.00**.
3. Appellants will not have access to their examination / assignment / assessment answer scripts.
4. Only **one appeal** per examination / assignment / assessment can be lodged with SCAL Academy.
5. Notification on the outcome of the appeal will be **within 2 weeks** from the date of appeal.
6. Re-appeals are **NOT** permitted.

Course Title:	Exam Date:	Course Code:
Reasons for Appeal:		
Signature:	Date:	

Name of Participant: _____ NRIC/Passport No.: _____

Work Permit No.: _____ FIN No.: _____ Contact Number(s): _____

Email Address: _____

For Official Use Only:

Cash/NETS/Cheque No: _____ Amount: **\$60 / \$100** By Staff: _____ Date Rec'd: _____

INV No: _____ OR No: _____ Allocated Trainer/Assessors: _____