



# ACADEMIC APPEAL FORM

## Academic Appeal Form

**IMPORTANT NOTICE:** All details must be completed

**CUT-OFF DATE: 5 working days after receiving feedback from an individual feedback report**

**The appeal decision should be finalized within 30 days of the appeal being lodged.**

Email to [exams@chartgov.co.za](mailto:exams@chartgov.co.za)

Mail to **CGISA at PO Box 3146, Houghton, 2041**

Note: Please update your personal profile on-line at <http://CGISA.chartsec.co.za/CSSA-Online/Account/Login>

**PLEASE PRINT IN BLACK INK**

### Applicant Details

#### Student Information

**CGISA** Student Number:

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Surname:

Maiden Surname:

Full Names:

Initials:

Identity Number:

Home Number:

Work Number:

Cell Number:

Fax Number:

Email:

Tuition Provider(College):

Postal Address Line 1:

Postal Address Line 2:

City:

Province:

Postal Code:

Country:

Preferred method of communication (Select **ONE**)

Post	Fax	Email
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**I wish to appeal the results I achieved for the following module(s):**

COM-01	Communication	
IFA-01	Introduction to Financial Accounting	
IL-01	Introduction to Law	
ICG-01	Introduction to Corporate Governance	
MIS-02	Managing Information Systems	
PBL-02	Principles of Business Law	
AFA-02	Advanced Financial Accounting	
PCG-02	Principles of Corporate Governance	
MP-03	Management Principles	
ABL-03	Advanced Business Law	
ACG-03	Advanced Corporate Governance	
CL-04	Corporate Law	
DS-04	Development of Strategy	
RC-04	Risk and Compliance	
FDM-04	Finance for Decision-Making	
AG-04	Applied Governance	
CSP-04	Company Secretarial Practice	
PSG-04	Public Sector Governance	
ERM-04	Enterprise Risk Management	

**Reasons for the appeal. Please provide details**


**Please note: any supporting documents must be attached**


## Payment:

Credit Card  Cheque  Direct Deposit  Other

Number of Module(s)	Type	Amount
Appeal	x R 970 (per module)	
	<b>Total</b>	
	<b>Amount Paid Now</b>	

*Please e-mail appeal form and proof of payment to [exams@chartgov.co.za](mailto:exams@chartgov.co.za)*

## Payment Options:

- Electronic Funds Transfer (EFT)
- Direct deposit into the CGISA's bank account
- Card Payment at CGISA's office with physical card
- Online payments via the CGISA's online portal – you have to log in as a member or student to process payment

Account holder: Chartered Governance Institute Southern Africa	<b>Please ensure that you use your student number, name <u>and</u> surname when making a payment. This is essential for our accounts department to allocate your payment to the correct account</b>
Bank details: Nedbank	
Branch name: Braamfontein	
Branch code: 19 87 65	
Account number: 1968 298 991	
Reference: Name, Surname and Student Number <b>[COMPULSORY]</b>	

## Appeals

The appeals procedure applies to all candidates registered for assessments with the Institute. It can be used by any candidate who has evidence or believes that evidence exists to show that a declaration of failure (Not Yet Competent) was assigned, or a similar evaluation was made as a result of prejudice, caprice, or other improper condition such as mechanical error. Applications should not be made for spurious reasons.

Candidates must make use of the other facilities available to them, such as the Individual Feedback Report, before submitting an appeal.

The application form must be submitted within 5 working days after receiving feedback from an individual feedback report, and the relevant fees must be paid.

In appealing, the learner must support in writing the allegation that an improper decision has been made and must specify the remedy sought. During an appeal, the burden of proof is on the learner.

Applications must be made personally and individually and cannot be made on a candidate's behalf.

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I have read and understand the Appeals Policy. I understand that that if the appeal fails, the fee will **not** be refunded.

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Signature of student

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Date of appeal submission

**PERMISSION TO PROCESS YOUR PERSONAL INFORMATION**

By ticking the box below:

- You consent to CGISA processing your personal information (including the information provided by you to CGISA in this form), in order for CGISA to fulfil its obligations to you pursuant to this form and agree that CGISA may send relevant communications to you for any purposes referred to in this document and/or in connection with CGISA's activities.
- You acknowledge that processing your personal information is in your legitimate interests and is necessary in order for CGISA to carry out its functions as requested by you in terms of this form.
- You agree to the terms of CGISA's privacy policy (available at [https://www.chartsec.co.za/documents/CGISA%20Privacy%20Policy\\_FINAL\\_August%202021.pdf](https://www.chartsec.co.za/documents/CGISA%20Privacy%20Policy_FINAL_August%202021.pdf)) which sets out, *inter alia*, further information as to the personal information which CGISA processes, the purpose for such processing and your rights as a data subject.

If you do not tick the box below, CGISA will be unable to fulfil its functions in terms of this form.

**Should any of your details change, please notify us of same so that our records are as accurate as possible.**