



Student Special Request

STUDENT INFORMATION

STUDENT NAME:	STUDENT ID NUMBER:	DATE:
ADDRESS:	EMAIL:	MOBILE NUMBER:
SCHOOL OF: <input type="checkbox"/> Computing <input type="checkbox"/> Construction & Built Environment <input type="checkbox"/> Engineering <input type="checkbox"/> Business <input type="checkbox"/> Other	DEPARTMENT:	LEVEL:
MODULE/UNIT/SUBJECT NAME / OTHER	CONCERNED FACULTY/STAFF MEMBER NAME:	

Request related to:

- | | |
|--|--|
| <input type="checkbox"/> Non-academic Grievances/Complaints
<input type="checkbox"/> Academic Grievances/Complaints
<input type="checkbox"/> Academic Appeal for grade/award
<input type="checkbox"/> Financial Aid
<input type="checkbox"/> Extension of Assessment Submission Deadline
<input type="checkbox"/> Exam / Assessment Retake
<input type="checkbox"/> Others _____ | <input type="checkbox"/> Non-academic Appeal
<input type="checkbox"/> Academic Appeal
<input type="checkbox"/> Extenuating or Mitigating Circumstances
<input type="checkbox"/> Payment / Fees Special Considerations
<input type="checkbox"/> Missed classes / Attendance Issues
<input type="checkbox"/> Academic Special Consideration |
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Explain your case (*attach more sheets if needed*)

Attach evidence relevant to this request:

STUDENT SIGNATURE

DATE:

OFFICE USE ONLY

RECEIVED BY Student Affairs Office Staff Name:	CONTROL NUMBER	INITIALS:									
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COMMENT TYPE <input type="checkbox"/> REQUEST <input type="checkbox"/> SUGGESTIONS <input type="checkbox"/> OTHER	FORWARDED TO	DATE:
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NARRATIVE

RESOLUTION

Form No.: 36a



British Applied College
الكلية البريطانية التطبيقية

For Academic issues only		
Approved by:		
Faculty-in-charge	Name & Signature:	Date:
Head of School	Name & Signature:	Date:
Academic Director	Name & Signature:	Date:

For Non-Academic issues only		
Approved by:		
Officer-in-Charge	Name & Signature:	Date:
Director of Administration & Operations	Name & Signature:	Date:

FINAL APPROVAL		
Approved by:		
Executive Dean	Name & Signature:	Date: