

**Student Appeal Form**  
**Wenzao Ursuline University of Languages**

Name		Gender	
Birth month, day/ year		Contact phone	
Class		Student Id	
Mailing address			
Facts & Reasons	Facts about and reasons for making an appeal (Facts -- Provide the number of the document that describes the disciplinary action and briefly state the facts. Attach additional sheets if needed.)		
Evidence	(Bind them as shown in the attachment after making a list.)		
Hope to get the remedy			
	<p>*Unless the case is not accepted or deliberations must be suspended, the Committee should meet within two weeks after receiving the appeal document and reach a decision within twenty days. When an extension is necessary, the Appellant will be notified. Extensions are limited to one time for a maximum of two months. Appeal cases related to expulsions or revocations of student status may not be extended.</p> <p>* Appellants who are unsatisfied with the results of appeals regarding administrative action by the University may file an official appeal which includes the review decision document to the Ministry of Education via the University within 30 days after receiving the decision.</p> <p>* Before a decision document is finalized by the Committee, the Appellant may retract his or her appeal case.</p>		
Processed Date of the committee(Authorized officer use only.)			
Approval	The decision document should be reviewed by the University President and delivered by the Committee to the Appellant and the unit imparting disciplinary action.		