



Annexure 2:

Academic Exclusions Appeals and Application for Readmission

1. Academic exclusion

- 1.1. Students who have failed to meet minimum academic progression requirements will be academically excluded in line with the applicable college rules and the admission policy.
- 1.2. However, excluded students have the right to appeal for readmission through the established procedure.
- 1.3. Students who do not appeal their exclusion within the stipulated period will remain excluded for a period of one year. If they subsequently wish to return to the college, they will have to apply for readmission to the same or another qualification.

2. Grounds for appeal

The following circumstances constitute acceptable grounds for appeal by an academically excluded student.

- 2.1. Medical grounds: This includes illnesses as diagnosed by a registered medical practitioner, including traditional doctors or registered psychologists which contributed to the student's academic exclusion. In such instances, a traditional doctor's report, medical or psychologist report must be attached to the appeal application.
- 2.2. Compassionate grounds: This includes death of an immediate family member, which have contributed to the student's poor academic performance and academic exclusion. In such cases, evidentiary proof should be attached, and the extent to which the death of a family has affected the student's performance.
- 2.3. Compelling grounds: This includes any convincing, credible and/or conclusive circumstances beyond the control of the student which may have contributed to the student's poor academic performance and academic exclusion.

3. Procedure for lodging an appeal

- 3.1. Appeals should be lodged on the prescribed form within ten (10) days after the receipt of their exclusion letters.
- 3.2. The completed form together with supporting documentation should be emailed to the college email address displayed on the college website, alternatively this document can be submitted to the office of the Campus manager.
- 3.3. The outcome of this decision will be endorsed by the Academic board and approved by the college Council.

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