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RESULTS APPEAL FORM

Instructions:

1. All appeals of examination results must be made in writing to the Examination Board within 7 working days from the release of results.
2. An administrative fee of \$80 will apply for each appeal of a result. This fee can be paid by cash, cheque, credit card or money order must be made 3 weeks before the start of the module.
3. Cheques must be crossed and made payable to Boston Business Management School Pte Ltdj. Please indicate your name, Student ID, NRIC or FIN or Passport No, Course Title and Module Title on the back of your cheque.
4. Candidates will not be given access to their answer scripts.
5. Only one appeal per examination and assignment is allowed. No further appeals are permitted.

SECTION A: APPEAL DETAILS

Course:	Module:
Exam Date:	Re-Exam Date:

SECTION B: STUDENT DETAILS (*Please delete accordingly)

Name	*NRIC / FIN / Passport No. (include prefix)				
Address	Contact no.		Amount:		
	Email address				
Payment By:	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money Order	
*Credit Card Trans Ref / Cheque No / Money Order No				Bank	
Signature of Student				Date	

SECTION B: ACKNOWLEDGEMENT BY EXAMINATION CENTRE

The outcome of your appeal will be released by	via postal mail.
Staff Name & Signature	Date

SECTION C: TO BE COMPLETED BY EXAMINATION CENTRE (*Please delete accordingly)

Documents was checked and found to be *correct / incorrect. The appeal *is / is not in line with examination regulations.	
Other remarks	
Manager's Name & Signature	Date

SECTION D: APPEAL RESULTS

<input type="checkbox"/> Successful, grade upgraded to:	
<input type="checkbox"/> Not Successful	
Comments:	
Moderator's Name & Signature	Date