

**AUTHORISATION FORM  
(APPEAL FOR REVIEW OF MODULE GRADE)**



Date received by One-Stop Centre

Before completing this form, please read the instructions & notes.

**INSTRUCTIONS & NOTES**

1. This form is only used by students who would like to authorize a proxy to appeal for review of the module grade(s) on their behalf via hardcopy form submission to RP's One Stop Centre.
2. For verification purpose, the proxy is required to produce the following documents at the One Stop Centre for the submission:
  - a. Completed Authorisation Form (Appeal for Review of Module Grade).
  - b. A copy of the applicant's RP Student Pass.
  - c. The proxy's NRIC or Passport.
3. The proxy is also required to settle the administrative fee of \$26.75 (including 7% GST) per module on your behalf.

**Particulars of Applicant (Student)**

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

NRIC/FIN: \_\_\_\_\_

Tel/Handphone: \_\_\_\_\_

Course: \_\_\_\_\_

**Particulars of Proxy (Authorised Person)**

Name: \_\_\_\_\_

NRIC/FIN: \_\_\_\_\_

Tel/Handphone: \_\_\_\_\_

**Applicant's Authorisation**

I, the undersigned applicant, hereby authorise the above person to appeal for review of my module grade(s) on my behalf. The above person is also authorised to settle the administrative fee of \$26.75 (including 7% GST) per module on my behalf.

I declare I have read and understood the instructions and notes stated above. I agree to accept the review findings, even if it is found to be lower than the original grade and understand that no further appeals will be entertained thereafter.

\_\_\_\_\_  
Signature of Applicant (Student)

\_\_\_\_\_  
Date