



ACADEMIC APPEAL FORM 2025

IMPORTANT NOTICE:

All details must be completed

Cut-Off Date:

- 5 working days after receiving feedback from an individual feedback report

The appeal decision should be finalized within 30 days of the appeal being lodged.

Email this form to exams@chartgov.co.za

Note: Please update your personal profile online at <http://cssa.chartsec.co.za/CSSA-Online/Account/Login>

STUDENT INFORMATION

Student No.:

Use your CGISA student number – do not use your college student number

Skills Development

Provider (College):

Full Name(s):

Surname:

Maiden name:

Initials:

Postal Address:

Country:

Postal Code:

Email Address:

Work Number:

Cell Phone Number:

Preferred method of communication:

MODULES FOR APPEAL:

I wish to appeal the results I achieved for the following modules:

- | | |
|---|--|
| <input type="checkbox"/> Communication (NQF5) | <input type="checkbox"/> Introduction to Financial Accounting (NQF5) |
| <input type="checkbox"/> Introduction to Law (NQF5) | <input type="checkbox"/> Introduction to Financial Accounting (NQF5) |
| <input type="checkbox"/> Managing Information Systems (NQF6) | <input type="checkbox"/> Principles of Business Law (NQF6) |
| <input type="checkbox"/> Advanced Financial Accounting (NQF6) | <input type="checkbox"/> Principles of Corporate Governance (NQF6) |
| <input type="checkbox"/> Management Principles (NQF7) | <input type="checkbox"/> Advanced Business Law (NQF7) |
| <input type="checkbox"/> Advanced Corporate Governance (NQF7) | |



- | | |
|--|--|
| <input type="checkbox"/> Corporate Law (NQF8) | <input type="checkbox"/> Finance for Decision-Making (NQF8) |
| <input type="checkbox"/> Public Sector Governance (NQF8) | <input type="checkbox"/> Risk and Compliance (NQF8) |
| <input type="checkbox"/> Enterprise Risk Management (NQF8) | <input type="checkbox"/> Development of Strategy (NQF8) |
| <input type="checkbox"/> Applied Governance (NQF8) | <input type="checkbox"/> Company Secretarial Practice (NQF8) |

Reasons for the appeal (please provide details):

Please note any supporting documents and attach them to this application.

THE APPEALS PROCESS

The appeals procedure applies to all candidates registered for assessments with the Institute. It can be used by any candidate who has evidence or believes that evidence exists to show that a declaration of failure (Not Yet Competent) was assigned, or a similar evaluation was made as a result of prejudice, caprice, or other improper condition such as mechanical error. Applications should not be made for spurious reasons.

Candidates must make use of the other facilities available to them, such as the Individual Feedback Report, before submitting an appeal.

The application form must be submitted within 5 working days after receiving feedback from an individual feedback report, and the relevant fees must be paid.

In appealing, the learner must support in writing the allegation that an improper decision has been made and must specify the remedy sought. During an appeal, the burden of proof is on the learner.

Applications must be made personally and individually and cannot be made on a candidate's behalf.

I have read and understood the Appeals Policy. I understand that if the appeal fails, the fee **will not be refunded**.



Signature

Date:

PAYMENT OPTIONS

- ☐ Electronic Funds Transfer (EFT)
- ☐ Direct deposit into the CGISA's bank account
- ☐ Card Payment at CGISA's office with a physical card
- ☐ Online payments via the CGISA's online portal

No. of module(s)	Type	Amount
Appeal	R 970 per module	
	Total	
	Amount paid now	

Please email this form and proof of payment to exams@chartgov.co.za

BANKING DETAILS

Account holder: Chartered Governance Institute Southern Africa

Bank details: Nedbank

Branch name: Braamfontein

Branch code: 19 87 65

Account number: 1968 298 991

Reference: Name, Surname and Student/Member Number or Company (**COMPULSORY**)

PERMISSION TO PROCESS YOUR PERSONAL INFORMATION

By ticking the box below:

- You consent to CGISA processing your personal information (including the information provided by you to CGISA in this form), in order for CGISA to fulfil its obligations to you pursuant to this form and agree that CGISA may send relevant communications to you for any purposes referred to in this document and/or in connection with CGISA's activities.
- You acknowledge that processing your personal information is in your legitimate interests and is necessary in order for CGISA to carry out its functions as requested by you in terms of this form.
- You agree to the terms of CGISA's [privacy policy](#) which sets out, inter alia, further information as to the personal information which CGISA processes, the purpose for such processing and your rights as a data subject.

☐ If you do not tick the box, CGISA will be unable to fulfil its functions in terms of this form.

Should any of your details change, please notify us of same so that our records are as accurate as possible.