



Kay Moriah International School of Beauty

5500 E 81st Ave.

Merrillville, Indiana, 46410

(219) 940-9217

ACADEMIC PROBATION APPEAL FORM

Rules cannot be written that will apply to every situation in every business. Therefore, any policy established by the school may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so using this form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Indicate which policy is being appealed below. Appeals regarding SAP must be made within 15 calendar days of the negative determination.

_____Attendance

_____Academics

Attention Campus Director:

I wish to appeal the decision checked above. Below I am describing why I did not make SAP and what has changed in my situation that will allow me to achieve SAP by the next evaluation period.

Supporting Documentation Attached:_____YES _____NO

Student Signature

Parent or Guardian (If applicable)

OFFICE USE ONLY

_____APPEAL GRANTED _____APPEAL DENIED

REQUIREMENTS OF STUDENT TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS AT
THE END OF THE PROBATIONARY PERIOD:

Campus Director

Date