

**SINGAPORE MEDIATION CENTRE**  
**ASSESSMENT OUTCOME APPEAL FORM**

**Instruction to Learners**

Dear Learners,

1. This form is to be submitted within **10 working days** from the date of notification of the assessment outcome. SMC reserves the right to decline your application if it is submitted beyond the stipulated dateline.
2. A non-refundable fee of **\$434.00** (inclusive of GST) is chargeable for the review of each assessment. Alternatively, you may opt to consider a reassessment chargeable at published rate (inclusive of GST) instead.
3. Please submit this form together with proof of payment (transaction slip/ screenshot of bank transfer) to [smctraining@sal.org.sg](mailto:smctraining@sal.org.sg). Partial or incomplete submission will result in delayed processing of application.
4. You will be informed of the outcome after 4 weeks of receipt of the appeal. The appeal outcome decision will be final, and no further appeal will be entertained.

**Personal Particulars**

<b>Full Name</b>		<b>HP No.</b>	
<b>Email</b>			
<b>Name of Assessment</b>		<b>Date &amp; Time of Assessment</b>	

**Justifications for Appeal (Please attach additional write-up if necessary)**

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**SINGAPORE MEDIATION CENTRE  
ASSESSMENT OUTCOME APPEAL FORM****Payment Process****Step 1 Make Payment**

## Option 1 - Interbank Transfer

- Name of Beneficiary Bank: UOB Bank
- Account's Name: Singapore Mediation Centre
- Bank account No : 631-3079748
- Swift Code: UOVBSGSG
- Branch Code: 0630
- Bank Code: 7375
- Bank Address: 10 Bayfront Avenue, Location H Level 01, #01-76, Marina Bay Sands, Singapore 018956
- Remarks: <'Full Name'> and MSA <Invoice Number> Appeal Fee'

## Option 2 – PayNow

- PayNow ID.: 199705560ZOOE.
- Payment Reference field: <'Full Name'>, MSA <Invoice Number> Appeal Fee'

**Step 2 Submit Proof of Payment to SMC**

Please email to us a screenshot indicating the below information for Finance tracking purposes.

- a. Date and time of transfer
- b. Full Name and programme name

**SMC Official Use Only**

<b>Payment Received Date</b>	
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**Appeal Board's Decision:  
APPROVED / NOT APPROVED**

<b>Executive Director:</b>	<b>Signature/Date:</b>
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<b>Training Manager:</b>	<b>Signature/Date:</b>
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<b>Additional Remarks:</b>
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