|  |  |  |  |
| --- | --- | --- | --- |
| **APPEAL FORM** | | | |
| **PERSONAL DETAILS** | | | |
| **Family Name:** |  | **Given Name:** |  |
| **Email address:** |  | | |
| **Phone:** |  | **Date of Birth** |  |
| **Course Code/Title:** |  | | |
| **Reason for / Details of Appeal** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Appellant Signature:** |  | **Date:** |  |
| **Date of lodgement :** |  | **Received by:** |  |
| **Signature:** |  | **Date appeal acknowledged:** |  |

|  |  |
| --- | --- |
| **POST APPEAL HEARING** | |
| **Actions taken:** | |
|  | |
| **Outcome of Appeal (Resolution) – Decision and Reasons for Decision.** | |
|  | |
| **RESULT** | |
| ❏ I am satisfied with the results of this process.  ❏ I am not satisfied with the results of this process and wish to take this matter further. | |
| **Student:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Feedback:** |  |

|  |  |  |
| --- | --- | --- |
| **OFFICE USE:** | | |
| **Appellant has been notified of receipt?** | ❏ Yes | ❏ No |
| **Appellant has been sent a written statement of actions taken?** | ❏ Yes | ❏ No |
| **Appeal has been added to the Register?** | ❏ Yes | ❏ No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date appeal was resolved:** | | |  |
| **CEO Signature:** |  | **Date:** |  |

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