

# Appeals Form



## What is an Appeal?

An appeal is a request by a Student for a review of an academic or administrative decision made by the University (or a third party providing services on the University's behalf), which affect them. Section 3.1 of the *Procedure: (VET) Student Appeals* details the types of decisions which a Vocational Education and Training Student can appeal.

Before lodging an appeal, Students are encouraged to discuss any disputed decision or determination with the appropriate Assessor.

The Student Appeals and Conduct Officer is available to assist and advise you in relation to the appeals process via email to: [fremantle.studentappeals@nd.edu.au](mailto:fremantle.studentappeals@nd.edu.au).

## Instructions

Before completing this application, refer to the University's *General Regulations, Procedure: (VET) Student Appeals*, and the *VET Student Handbook*, and read the sections relevant to your appeal. Copies of these documents are available on The University of Notre Dame Australia website.

Complete all required details on this application. If you have questions about this form or you require assistance to complete it, please contact the Student Appeals and Conduct Officer, on (08) 9433 0976, or via email to: [fremantle.studentappeals@nd.edu.au](mailto:fremantle.studentappeals@nd.edu.au).

Personal Details		
Name		
Student ID	Date of Birth	
Address		Postcode
Mobile		
Email Address		
Course Code	Course Title	

# Appeals Form

Appeal Details	
<p><b>Date</b> of event, circumstance or decision that is the subject of the request for appeal</p>	
<p>What are you appealing?</p>	
<p>What outcome are you seeking? For example, in the case of an academic appeal, please list any strategies you will put in place to assist in the successful completion of your course.</p>	

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## Declaration

By submitting this appeal I, \_\_\_\_\_ declare that all information and documentation submitted as part of this appeal is true and correct to the best of my knowledge, information and belief. I understand that the information and documentation I have provided will be recorded confidentially on my Student File, and may also be used for the continuous improvement of University processes.

Please tick this box to confirm that you have reviewed the *Procedure: VET Student Appeals*, and the relevant sections of the *General Regulations of The University of Notre Dame Australia* and VET Policies and Procedures prior to submitting this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Please ensure that any relevant information is submitted with this form

I have provided a clear written statement outlining the circumstances leading to my appeal. (Details of the circumstances leading to your appeal should be dated chronologically).

I have included any relevant evidence that may support my appeal.

## Submitting your appeal

### Your appeal should be submitted to Fremantle Student Appeals:

- by email (from your student email account only) to: [fremantle.studentappeals@nd.edu.au](mailto:fremantle.studentappeals@nd.edu.au), or
- by post to: Fremantle Student Appeals, c/o Office of the Head of Campus, PO Box 1225, Fremantle WA 6959

# Appeals Form



## OFFICE USE ONLY

### Appeals Response

Name of recipient	
Date form received	
Date of appeal	

### Action Taken

Date	Details
Date	Details

### If additional time is required to prepare a response please provide reasons

Date	Details
Contacted student?	Date

### Outcome Reached – Details of outcome and actions

Date	Details
Appeal Resolved	YES / NO (circle one)
Student notified in writing?	YES / NO (circle one)
Management Signature	Date