

Appeal Application

PERSONAL DETAILS		
Student ID		
Family Name		
First Name		
Campus		
Course		
Address		
Email		
Mobile No.		
APPEAL AGAINST A DECISION		
I am appealing against a decision by Deakin College related to (please select ONE):		
<input type="checkbox"/> Academic Misconduct	<input type="checkbox"/> Admission	<input type="checkbox"/> Change of Course
<input type="checkbox"/> Complaint / Grievance	<input type="checkbox"/> Dual Enrolment	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Refund	<input type="checkbox"/> Review of Assessment During a Trimester	<input type="checkbox"/> Review of Final Grades
<input type="checkbox"/> Special Consideration	<input type="checkbox"/> Unsatisfactory Attendance	<input type="checkbox"/> Other
APPEAL CRITERIA (please select ONE)		
<input type="checkbox"/> I believe that the decision by Deakin College was not in accordance with the applicable Deakin College policy and/or procedure		
OR		
<input type="checkbox"/> New information or evidence previously not provided or considered is made available		
REASON FOR APPEAL		
Please describe your reason(s) for appeal.		

DECLARATION

- I have read the Appeals Policy
- I am submitting this appeal within 20 working days from the date of the written outcome of a decision from Deakin College
- I have attached the written outcome of the decision by Deakin College which I am appealing
- I have attached the supporting documents to support the reason(s) for my appeal. This may include but is not limited to:
 - a letter from registered medical practitioner to state the nature of the medical condition, its severity and the impact on the student's ability to complete the assessment task;
 - a Statutory Declaration must be provided together with other verifiable supporting documentation (e.g. letter from a registered psychologist, death certificate) for loss, bereavement, hardship or trauma.

APPELLANT'S SIGNATURE

Signature

Date

Please forward the completed application together with supporting documents to the Deakin College Appeals Committee dcoll-appeals@deakin.edu.au.