



# APPEALS AND COMPLAINTS FORM

This form is only to be completed when you have undertaken a formal complaint and are lodging a request to review the outcome.

## SECTION 1 – PERSONAL DETAILS

Name:  Student ID:

Contact Address:

Contact Phone Number:

Grounds for Appeal: Student has the right to appeal the decision based on the grounds that:

- 1 a claim that an error in the hearing procedure substantially affected the decision.
- 2 a claim of new evidence or information material to the case was not known at the time of the hearing.
- 3 A claim that the sanction(s) imposed was too severe for the violation of the code for which the student was responsible for.

## SECTION 2 - SUPPORTING EVIDENCE

Please attach other documents if necessary.

## SECTION 3 – STUDENT DECLARATION:

Student Signature:  Date:

### OFFICE USE ONLY

Appeal received date:  Review date:   Approved  Not approved  Student notified by email