

Appeal Against Intention to Report for Unsatisfactory Course Progress

F-2.1.5_v3



Instructions:

- Student must fill in Section 1 and submit to the relevant Course Coordinator.
- Appeal process must be accessed within 20 working days from the date advised on the Intention to Report letter.
- Evidence must be provided in English. If it is not in English, an official translation must be provided
- Please write in CAPITAL LETTERS only in a black or blue pen.

Section 1: Student to Complete

First Name: _____ Last Name: _____

Student Number: _____ College: _____

Course Enrolled: _____

Contact Number: _____ Email: _____

Details of your grounds for appeal (*Attach documentary evidence and any additional pages if required*)

Supporting evidence:

Medical

Legal

Other _____

Student Declaration:

The above information is true and accurate

I have provided supporting documents

I have been advised of the course progress policy

I have been advised of appeals policy and process

I understand if the agreed action plan is not met, this will result in an unsuccessful outcome

Student Signature: _____

Date: _____

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F-2.1.5_v3



Section 2: Course Coordinator to Complete

Details of meeting with the student:

Section 2.1: Assessment of the Student Appeal:

The student had compassionate and compelling ground/s for unsatisfactory course progress:

- Yes
- No

The student appealed without evidence:

- Yes
- No

Appeal successful:

- Yes
- No

Section 2.2: Action Plans (*Successful appeal*)

- New course plan developed for the student
- Student advised to complete reassessment
- Advised of course progress requirements and attendance
- Advised of successful appeal outcome

Reassessment Details

Subject(s): _____

Trainer and Assessor: _____

Due Date: _____

Follow-up Meeting Date: _____ Time: _____

Section 2.3: Action Plans (*Unsuccessful appeal*)

- Advised of unsuccessful appeal outcome

Staff Signature: _____

Date: _____

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Section 3: Student Advisor to Complete

External Appeal:

- Yes
- No

Checklist:

- Reported on PRISMS if appeal is unsuccessful
- Paradigm records updated

Further Details:

Student Advisor Signature: _____ Date: _____