# APPEAL FORM

<table>
<thead>
<tr>
<th>Family name:</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number:</td>
<td>Course:</td>
</tr>
<tr>
<td>Telephone No:</td>
<td>* Email:</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
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* ALL CORRESPONDENCE REGARDING THIS APPEAL WILL BE VIA EMAIL TO YOUR NOMINATED ACCOUNT

Please circle if you prefer a different method of notification: SOLS mail / Letter

Read the Student Grievance Policy at [www.uowcollege.edu.au/policies](http://www.uowcollege.edu.au/policies) before completing this form.

If you need help or advice, make an appointment to see a Student Advisor or email at college-advisor@uow.edu.au

Please submit your appeal at the College Reception desk or via post or email to college-compliance@uow.edu.au.

What decision you are appealing? Please give facts and details, be as specific as possible.

- [ ] Intention to Report for Unsatisfactory Attendance – Period __/__/__ to __/__/__
- [ ] Intention to Report for Unsatisfactory Course Progress – FSP Extended / FSP 2-Sessions / Diploma / Other: __________________________________________________________________________

What are the grounds for your appeal?

- [ ] UOWC policy/procedure not followed. Policy/procedure __________________________________________
- [ ] There is new relevant information (new documentary evidence required)
- [ ] The decision was unfair (i.e. unreasonable, unjust, biased or wrongful)

Explain the reason for your appeal. You may attach additional pages if you need more space.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

What evidence do you have to support your appeal? (please attach)

- [ ] Medical certificate(s) or report from medical professional
- [ ] Original marked assessment task (where applicable)
- [ ] Other (eg, documents from professional people, Police report etc) ___________________________________________

_____________________________________________  __________________________

Student Signature       Date

Privacy: UOW College is committed to protecting your privacy. The information provided in this form will be managed in accordance with UOW Enterprise’s Privacy Policy: [www.uowcollege.edu.au/policies](http://www.uowcollege.edu.au/policies) and will only be used for the purpose of managing your grievance.
### Office Use Only

**Decision:** To be completed by Executive Director Legal and Governance

<table>
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<tr>
<th>Outcome of appeal:</th>
<th></th>
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<tbody>
<tr>
<td>☐ Appeal successful</td>
<td>☐ Appeal unsuccessful</td>
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**Reason(s) for decision and actions required (if any):**

___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

_________________________   _______________________________
Signature                  Date

### Notification Details: To be completed by Student Appeals Officer

**Notification of this decision due on:** __/__/__

**Student notified of outcome and copy of completed Appeal Form sent on:** __/__/__

**Method of notification:** Email / SOLS mail / Letter

**Student notified of Stage 4 appeal to External Authority?**

☐ Yes – Appeal Information Sheet provided to student *

☐ No – Stage 3 appeal successful

* **Notification of Stage 4 appeal to External Authority due by:** __/__/__

* **Evidence of Stage 4 appeal lodgment due by:** __/__/__

_________________________   _______________________________
Student Appeals Officer      Date