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| **APPEAL FORM** |
| **PERSONAL DETAILS**  |
| **Family Name:** |  | **Given Name:** |  |
| **Email address:** |  |
| **Phone:** |  | **Date of Birth** |  |
| **Course Code/Title:** |  |
| **Reason for / Details of Appeal** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Appellant Signature:** |  | **Date:** |  |
| **Date of lodgement :** |  | **Received by:** |  |
| **Signature:** |  | **Date appeal acknowledged:**  |  |

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| **POST APPEAL HEARING** |
| **Actions taken:** |
|  |
| **Outcome of Appeal (Resolution) – Decision and Reasons for Decision.** |
|  |
| **RESULT** |
| ❏ I am satisfied with the results of this process.❏ I am not satisfied with the results of this process and wish to take this matter further. |
| **Student:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Feedback:** |  |

|  |
| --- |
| **OFFICE USE:** |
| **Appellant has been notified of receipt?** | ❏ Yes | ❏ No |
| **Appellant has been sent a written statement of actions taken?** | ❏ Yes | ❏ No |
| **Appeal has been added to the Register?** | ❏ Yes | ❏ No |

|  |  |
| --- | --- |
| **Date appeal was resolved:** |  |
| **CEO Signature:** |  | **Date:** |  |

Page **2** of **2**