

Appeal Form for Intention to Report

(Course progress and Attendance)

Australian College of Technical Studies

Student Personal Details	
Family Name	
Given Name	
Date of Birth	
Email ID	
Phone Number	
Postal Address	

Intention to Report Notice Details	
Date Intention to Report Notice Received	
Reason for Intention to Report	<input type="checkbox"/> Unsatisfactory Course Progress <input type="checkbox"/> Unsatisfactory Attendance
Reporting Period	
Staff member Issuing Notice	

Grounds for Appeal	
Please select the type of decision you are appealing	
Compassionate or Compelling circumstances	

Requested Revised Course Commencement Details

Medical reasons	
Incorrect assessment or course progress	
Incorrect assessment of Course progress	
Administrative error	
Other	

Details

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Supporting Evidence

Please attach any documents that support your appeal.

- Counselling or welfare Documentation
- Medical Certificate
- Academic evidence
- Visa Documentation (if applicable)
- Other Supporting Documents

List attached documents:

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Student / Appellant Declaration

I confirm that the information provided in this appeal is accurate and complete. I understand that this appeal will be reviewed according to the **Complaints and Appeals Policy** of ACTS.

I acknowledge that if my appeal is unsuccessful, the RTO may proceed with reporting through the appropriate government system.

Name: _____

Signature: _____

Date: ____ / ____ / ____

Internal Appeal Assessment (internal Use Only)	
Appeal submitted within required time frame	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supporting evidence reviewed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Independent Assessor/ Staff member assigned	<input type="checkbox"/> Yes <input type="checkbox"/> No

Reviewer Comments:

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Outcome of Appeal

- Appeal Upheld
- Appeal Partially Upheld
- Appeal Not Upheld

Outcome Details:

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Effective Date of Outcome: ____ / ____ / ____

Approval

Role	Name	Signature	Date
Appeals Officer			
Compliance Manager / Authorised Delegate			

Student Notification

- Outcome communicated to student in writing
- Student advised of external appeal options if dissatisfied with outcome

Notification Date: ____ / ____ / ____