

Internal Appeal Form

(Complaints and Appeals Process)

Australian College of Technical Studies

Student Personal Details

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

Course Details

Course Name	
National Course Code	
Campus Location	
Trainer /Coordinator	
Phone Number	

Type of Appeal

Please select the type of decision you are appealing

Assessment outcome	
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Requested Revised Course Commencement Details

Administrative Decision	
Course progress Decision	
Deferral/Suspension/Cancellation of Enrolment	
Fees Refund Decision	
Other	

Details of the Original Decision

Decision being appealed	
Date Decision was Communicated	
Staff Member Responsible	
Method of Communication (email /letter/meeting)	
Student request	
Other (please specify)	

Reason for Appeal

Please clearly explain why you believe the decision should be reviewed.

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Supporting Evidence

Please attach any documents that support your appeal.

- Assessment Evidence
- Medical Certificate
- Email Correspondence
- 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 true and accurate. I understand that this appeal will be handled according to the RTO's Complaints and Appeals Policy and may involve an independent review of the original decision.

Name: _____

Signature: _____

Date: ____ / ____ / ____

RTO Internal Review (internal Use Only)	
Appeal submitted within required timeframe	<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 / Authorized Delegate			

Student Notification

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

Notification Date: ____ / ____ / ____