

Appeal application

Your Appeal

Grounds for Appeal application. Please select one or more of the following:

- A procedural irregularity occurred which may have affected the complaint decision.
- There was new information that could not reasonably have been provided at the time of the original decision, and that would probably have affected the decision or any penalty imposed.
- The penalty imposed was excessive or inappropriate.
- Other:

Reasons for Appeal application. Please specify:

Further evidence you believe should be considered.

Number each item of your evidence and refer to this as you discuss the evidence throughout your statement. Attach this evidence to your Appeal application. Advise of any evidence you know of, but do not possess.

A summary of the outcome you desire.

What you want to achieve by submitting an Appeal application cannot be guaranteed, but Holmesglen will address your appeal within its legal obligations and Policies and Procedures.

Your Agreement

In submitting this Appeal application, I agree that:

- I have read the Holmesglen Student Complaints Policy and Procedure.
- I have written a clear and concise outline of the appeal and the resolution I seek and attached all relevant evidence.
- The information I have provided in this document is a true reflection of my experience.

Student Signature

Date

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Where to send your completed Appeal application (marked 'personal and confidential')

By email: Complaints@holmesglen.edu.au

By mail: Complaints and Appeals Officer
Holmesglen Institute
PO Box 42
Holmesglen, Victoria 3148

What's next

After you submit this form, we will acknowledge this in writing. Your appeal will be referred to the Chief Executive (or nominee) of Holmesglen. A record of all actions will be kept.

The information you provide to us will be treated confidentially. It will not be disclosed to a third party other than to comply with the law or for the purpose of managing your appeal.

You will be contacted within 10 working days with an update of the progress of your appeal.

Appeal application

To be completed by Holmesglen Complaints and Appeals Officer

Case Number

Date appeal received:

Date of acknowledgement:

Expected resolution date:

Note/further action:

Received by (name):

Forwarded to (name):

Date of closure:

Description of Decision (tick)

- | | |
|---|---|
| <input type="checkbox"/> Academic progress outcome or decision | <input type="checkbox"/> Non-attendance notice (International student only) |
| <input type="checkbox"/> Misconduct outcome or sanction | <input type="checkbox"/> Exclusion |
| <input type="checkbox"/> Complaint outcome | <input type="checkbox"/> Cancellation of enrolment due to non-payment of fees |
| <input type="checkbox"/> Decision to report to Dept. of Home Affairs (International student only) | <input type="checkbox"/> Other reviewable decision in relation to fees (e.g. remission of debt) |
| <input type="checkbox"/> Proposed cancellation of enrolment (International student only) | <input type="checkbox"/> Other |

Decision

- Appeal application Upheld Appeal application Rejected

Process undertaken to consider the Appeal application

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Decision on the Appeal application

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Reasons for the decision

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Any penalty imposed and/or any conditions thereon

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Decision Maker

Name

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Position/Title

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Signature

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Date

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Notification of outcome

Date of written notification of outcome to student:

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Other officers to whom a copy of the notification was provided:

- | | | | |
|---|--------|--|--|
| <input type="checkbox"/> Executive Director | (name) | <input type="checkbox"/> Registrar | |
| <input type="checkbox"/> Dean | (name) | <input type="checkbox"/> International Centre | |
| <input type="checkbox"/> Head of Department | (name) | <input type="checkbox"/> Student Services | |
| <input type="checkbox"/> Manager/Admin Unit | (name) | <input type="checkbox"/> Other (specify): <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 100px; height: 20px;"></td></tr></table> | |
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