



Australian College of Vocational Studies

(RTO 90857) (CRICOS Provider 02474E)

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ACADEMIC APPEAL FORM

Apply Academic Appeal	
If you have reason to believe that an unsatisfactory course progress decision reached by the Australian College of Vocational Studies is incorrect, you have the right to appeal against that decision.	
Academic Appeal Conditions:	
<ul style="list-style-type: none"> • Appeals must be lodged in writing and addressed to the Principal within <i>20 working days</i> of the date of the <i>Final Letter of Unsatisfactory Course Progress</i> has been received. • The process will commence within 5 working days from the date of receipt of the student's appeal. 	
Student Details	
Family Name Given Name Course Enrolled Student ID Address Contact Number E-mail	
Grounds for your appeal	
Please specify the ground or grounds on which the college will consider an appeal against an unsatisfactory course progress decision. Please tick the appropriate box or boxes of the grounds set out below.	
<input type="checkbox"/> In reaching the course progress decision, the College was unaware of factors which affected your course progress (e.g. family or personal circumstances or illness). Please provide valid reason attached with evidence. Valid reason: Evidence provided:	
<input type="checkbox"/> There was an error in recording or calculating the marks on which a decision was based.	
<input type="checkbox"/> You have reason to believe that one or more of the examiners was prejudiced or biased.	
<input type="checkbox"/> An intervention strategy was not implemented	
<input type="checkbox"/> Other	
This completed form should be submitted with your supporting statement and any documentary evidence. You are advised to keep a copy of all correspondence for your records.	
Signature Date	