

Appeal Application

Student ID Number

How to apply for an Appeal

- Students submit an appeal to Holmesglen on this form. Please complete a separate form for each appeal.
- Holmesglen will assess, investigate and/or conciliate your appeal using the information you provide. By completing and submitting this form you consent to Holmesglen providing your information to the most appropriate person to address the matter.
- Your personal information will be used and stored in accordance with Holmesglen's Policy and Information Security Policy.

Student details

Last name:

First name:

Address Street Number and Name:

Suburb:

State:

Postcode:

Email address:

Telephone:

I am a:

Current student - Local

Current student - International

Prospective student

Former student

Program details

Program code:

Program name:

Department:

Campus:

What is the decision or outcome that you are appealing?

Reviewable Decision: (Please select one of the following)

Admission or enrolment related decision

Academic misconduct outcome

Assessment decisions

Credit, advanced standing, exemptions, deferment or intermission (where available)

Withdrawal, exclusion or cancellation of enrolment due to unsatisfactory progress or assessment performance, including performance on placement

International student enrolment decision (including non payment of fees, unsatisfactory progress and attendance or misconduct)

Complaint outcome

Other (please specify below):

Discipline/general misconduct outcome (not including academic misconduct)

Description of decision being appealed:

Date of notification:

* Your application will be considered late if it has been lodged more than 20 working days after the date of your original notification. If the application is late, it will be rejected unless the Chief Executive (or nominee) decides to accept it as a late application.

Please provide an explanation for your late application*:

Your Appeal

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

New evidence that was not known or available at the time of the original decision is now available and is likely to have affected the outcome of that decision.

There is evidence that Institute policy was not followed in recommending or making the original decision and that procedural irregularity has materially disadvantaged the learner, including that the original decision-making process lacked procedural fairness.

There is evidence that the outcome determined by the original decision maker was clearly wrong, excessive, inappropriate or not available given the context and circumstances of the original decision.

There was a bias or a conflict of interest on the part of the original decision makers.

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 Appeals Policy (Learners).

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.

Signature:

Date:

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 Accountable Reviewer (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.

To be completed by Holmesglen Complaints and Appeals Coordinator

Case number:

Date appeal received:

Received by (name):

Date of acknowledgment:

Forwarded to (name):

Expected resolution date:

Date of closure:

Note/further action:

Decision: Appeal application Upheld Appeal application Rejected

Process undertaken to consider the Appeal application:

Decision on the Appeal application:

Reasons for the decision:

Any penalty imposed and/or any conditions thereon:

Decision Maker

Name:

Position/Title:

Signature:

Date:

Notification of outcome:
(Date of written notification of outcome to student)

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

Executive Director:
Dean:
Head of Department:
Manager/Admin Unit:
Registrar
International Centre
Student Services
Other (specify):