

Appeals Committee Form

Students should familiarise themselves with the Student Non-Academic Complaints and Appeals Policy and the Student Academic Complaints and Appeals Policy.

Personal Details

Student ID:		
Family Name:	Given Names:	
Address:		
Email:	Phone:	
Are you an International Student?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Citizenship:
Are you a sponsored student?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Sponsor:

Informal Resolution

Students may only apply to have their matter considered by the Appeals Committee if they have attempted to resolve the matter informally through discussion and/or correspondence with the relevant Senior Officer.

I have attempted to resolve this matter informally, and am not satisfied with the outcome of the informal resolution. Please give details:

Appeal Criteria

As per the Student Non-Academic Complaints and Appeals Policy and the Student Academic Complaints and Appeals Policy, an appeal must one of the following below criteria. If these criteria are not applicable to your case, your appeal will not be accepted for consideration by the Appeals Committee:

- There was insufficient opportunity to present my case to the decision-maker
- The process was not carried out in accordance with SIBT policy or procedure
- The decision was made contrary to the evidence provided (must specify why the decision is considered contrary);
- New information or evidence is available that has not been previously considered

Reason for Appeal

Describe your reason for appeal. If there is insufficient space, attach additional pages and tick this box

Please read and sign

By signing this form, you agree that you have read and understood the Student Non-Academic Complaints Appeals Policy OR the Student Academic Complaints and Appeals Policy

Signed:	Date:
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Office Use Only

Assessment of Appeal

Date Form and Appeal Received: _____

Date of Informal resolution decision: _____

- Proof of the informal resolution decision provided

Has the appeal been lodged within the correct time limit (i.e. must not be more than 5 days after the informal resolution decision)

- Yes
- No

Assessment of Appeal:

Appeal Criteria:

- There was insufficient opportunity to present my case to the decision-maker
- The process was not carried out in accordance with SIBT policy or procedure
- The decision was made contrary to the evidence provided (must specify why the decision is considered contrary);
- New information or evidence is available that has not been previously considered

Should it be accepted for consideration by the appeals committee:

- the appeal does not address one or more of the criteria listed in the Appeal Criteria
- the student has not provided SIBT with up to date contact details (i.e. late applications won't be accepted because of this reason)
- the appeal is lodged outside the time allowed for lodgement of an appeal.

Decision:

- Accept
- Reject (+ reason)

If reject:

- Write to student outlining why.
- Update the register.

If Accept:

- Organise Appeals Committee Meeting and invite relevant staff members depending on the case(s) considering and who have not been involved prior
- Put the appeal together for the committee (summary sheet, form and all relevant evidence)
- Invite the student to come and speak to the committee
- Write letter re the outcome to the student and save on file within 10 days
- Update the register