

Student Appeals Form

Before you initiate this process, please read the *Student Complaints and Appeals Policy and Procedure*.

The Student Appeals Form is for students who are not satisfied with the outcome of their complaint, a decision made by APAC or an application outcome. Students may submit a formal application to appeal an outcome using this form. If you are wishing to appeal an assessment grade or outcome, you should use the Lodging a Grade Appeal Form. If you require advice prior to lodging an appeal, or support during the process, please contact your Head of Discipline and/or Student Support Services (for advice and support).

If you wish to lodge an appeal under the *Student Complaints and Appeals Policy and Procedure*, please complete this form, attach to it all relevant supporting documentation, and submit it by email (admin@apac.edu.au) or in-person to 'Administration' via the APAC Reception desk.

As per the Student Complaints and Appeals Policy and Procedure, APAC will commence assessment of this appeal within 10 working days of receiving a complete form.

Date:

Student Details:

Last Name:

First Name:

Course of Study:

Student ID:

Nature of the Appeal:

(Please provide your reasons for thinking that the Stage One complaint outcome you are appealing is unjustified.)

Supporting Documentation:

(Please list any documentation you have attached to this form to support this appeal. Please outline if this documentation provides new evidence to that submitted in your Stage One complaint)

Desired Outcome:

(Please describe the outcome that you are seeking as a result of this appeal.)

Privacy and Personal Information

You are entitled to protection of the personal information you provide. Your personal information is treated according to the law and the *APAC Privacy Policy and Procedure*.

The personal information collected on this form will allow your matter to be properly considered. During this process, APAC may need to disclose some personal information to other organisations, including as required by law.

By signing and submitting this form, you consent to APAC using and disclosing your personal information as described above.

Signature: _____ **Date:** _____