

Student Appeal Form

Complete this form if you wish to lodge a Student Appeal.

Conditions and time limits apply. Please consult the [Student Appeals Policy](#) and the [Student Appeals Procedures](#) for specific details. Note: This Student Appeal Form must be submitted within 10 Calendar Days of the relevant decision being made. If you are facing being Suspended or Excluded or Expelled from the College, your Student Appeal Form must be submitted within 30 Calendar Days of the relevant decision being made.

Student Appeal Forms can be handed in at the Welcome Centre or emailed to concerns@ecc.edu.au

MONITOR YOUR ECC STUDENT EMAIL FOR ALL CORRESPONDENCE RELATED TO THIS PROCESS

Student Details

Family Name:

Given Name:

ECC Student ID:

Mobile Number:

Current ECC Course:

Student Appeal Details

I am applying to make an appeal to the Student Appeals committee regarding (select one):

The outcome of a **Formal Review of Assessment, Examination or final Mark/Grade.**

Please select:

Unit Code/Title:

Result/Grade:

A final determination of an **Academic Progression Status Formal Review**

Do you wish to Enrol/Register for units pending an outcome?

Refusal or **Cancellation of Enrolment** / Registration

A **Fitness to Study** Determination

A finding of **Academic Misconduct**, the outcome or both a finding and outcome

The outcome of a **Formal Complaint** investigation

4.7 of the Student Appeals Procedures notes that a Student Appeal may only be made on one or both of the following grounds:

- the decision being Appealed (i.e.; the decision made by the College decision-maker) did not comply with the relevant College Policies and/or Procedures; and/or
- there is new evidence that was not known, or reasonably available to the Student, before the decision was made (including Extenuating Circumstances that the decision-maker was not made aware of at the time the decision was made).

The grounds upon which I am appealing the decision(s) in question are as follows: (tick any that apply)

the decision being Appealed did not comply with the relevant College Policies and/or Procedures

there is new evidence that was not known, or reasonably available to the Student, before the decision was made

Evidence

Please list the evidence you have attached to support your Appeal:

Student Appeal Form

Declaration

I declare that the information I have provided in this form and in all supporting documents is true and correct.

I have read the [Student Appeals Policy](#) and the [Student Appeals Procedures](#).

I understand the application may be returned to me if it does not meet the requirements of the Student Appeal application

Applicant signature

Date

If form is submitted via the student's ECC email address, a signature is not required

Student Appeal Outcome (ECC Staff to complete)

Successful

Staff Name

Unsuccessful

Date

The reason for this outcome is: