

Appeals Application Form

Students should lodge appeals within 20 working days from the date of the original decision notification, unless exceptional circumstances apply.

Students may access support services or bring a support person during appeal meetings where required.

Surname:		Title:	
First Given Name:			
Date of Birth:		Student ID (if applicable)	
Course Title:			
Date of decision:			
What was the decision:			
Reason for Appeal:			
Occurrences leading up to this request: (Please provide details supporting your appeal, including relevant events, supporting information or circumstances.)			
Appeal Category (Tick where applicable)	☐ Assessment Outcome ☐ Course Progress Decision ☐ Attendance Decision ☐ Refund Decision ☐ Suspension or Cancellation		

	☐ Transfer Request Outcome ☐ Behaviour / Misconduct Decision ☐ Administrative Decision ☐ Other: _____
What outcome or resolution are you seeking?	
Can we improve our system to avoid these situations in the future:	

Privacy and Confidentiality

Princeton International College manages appeals confidentially and in accordance with privacy and confidentiality requirements. Information collected through this form will only be used for the purpose of assessing, investigating and resolving the appeal.

Student Declaration

I declare that the information provided within this form is true and correct to the best of my knowledge.

I understand that Princeton International College will assess this appeal in accordance with the Complaints Handling Policy and Procedure and Appeals Handling Policy and Procedure.

Signature: _____

Date: ____ / ____ / ____

Princeton International College – Office Use Only

Appeal Received By: _____

Position: _____

Date Received: _____

Appeal Reference No: _____

Action Taken / Investigation Summary:

Outcome:

- ☐ Appeal Upheld
- ☐ Appeal Declined
- ☐ Pending
- ☐ Referred to External Appeals

Outcome Communicated to Student:

- ☐ Yes
- ☐ No
- Continuous Improvement Register Reference (if applicable): _____

Follow-Up Required By:

Signature: _____

Date Closed: ____ / ____ / ____

If the student is dissatisfied with the outcome of the internal appeals process, they may access an external appeals process in accordance with Princeton International College's Appeals Handling Policy and Procedure.

Nothing within this process removes the student's right to take action under Australia's consumer protection laws.