

## Appeal Against Intention to Report for Unsatisfactory Course Progress



### Instructions:

- Student must fill in Section 1 and submit to the relevant Course Coordinator.
- Appeal process must be accessed within 20 working days from the date advised on the Intention to Report letter.
- Evidence must be provided in English. If it is not in English, an official translation must be provided
- Please write in CAPITAL LETTERS only in a black or blue pen.

### Section 1: Student to Complete

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Campus: \_\_\_\_\_

Course Enrolled: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Details of your grounds for appeal** (*Attach documentary evidence and any additional pages if required*)

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### Supporting evidence:

Medical

Legal

Other \_\_\_\_\_

### Student Declaration:

The above information is true and accurate

I have provided supporting documents

I have been advised of the course progress policy

I have been advised of appeals policy and process

I understand if the agreed action plan is not met, this will result in an unsuccessful outcome

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Appeal Against Intention to Report for Unsatisfactory Course Progress



## Section 2: Course Coordinator to Complete

Details of meeting with the student:

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### Section 2.1: Assessment of the Student Appeal:

The student had compassionate and compelling ground/s for unsatisfactory course progress:

- Yes
- No

The student appealed without evidence:

- Yes
- No

Appeal successful:

- Yes
- No

### Section 2.2: Action Plans (*Successful appeal*)

- New course plan developed for the student
- Student advised to complete reassessment
- Advised of course progress requirements and attendance
- Advised of successful appeal outcome

#### Reassessment Details

Subject(s): \_\_\_\_\_

Trainer and Assessor: \_\_\_\_\_

Due Date: \_\_\_\_\_

Follow-up Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Section 2.3: Action Plans (*Unsuccessful appeal*)

- Advised of unsuccessful appeal outcome

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appeal Against Intention to Report for Unsatisfactory Course Progress



### Section 3: Student Advisor to Complete

External Appeal:

- Yes
- No

Checklist:

- Reported on PRISMS if appeal is unsuccessful
- Paradigm records updated

Further Details:

Student Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_