



NOTICE OF APPEAL FORM

Information for students

1. This form is to be completed by a student who is lodging an Appeal to the Appeals Committee (academic appeals) or the GM, National Operations (non-academic appeals). The form should be used when seeking a review of a Kaplan decision e.g. notice to report for unsatisfactory academic progress, a complaint outcome, or a misconduct outcome.
2. This completed form and any supporting documentation must be submitted to the college@adelaide.edu.au within ten (10) working days of the student receiving a notice of intention to report, complaint outcome or misconduct outcome.
3. Before this form is submitted, you must ensure you have valid grounds of appeal and sufficient documentary evidence to support your appeal. Failure to provide this information may lead to your appeal being immediately dismissed.
4. Please refer to the Grievances, Complaints and Appeals Handling Policy (at college.adelaide.edu.au) for more information.

Student details

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other	Gender <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Unspecified
Family name	First name(s)
Date of birth (dd/mm/yyyy)	Student ID
Mobile	Other home or business phone
Email	
Full address	
Suburb	State
Postcode	Country

Details of evidence supporting appeal

Provide the following information (attach additional pages if required).

Grounds of Appeal:

Please tick the grounds on which this appeal is being made:

- new evidence of a relevant nature has since become available
- the original decision was made without due consideration of relevant facts, evidence or circumstances
- there was bias, prejudice or a conflict of interest by the investigative or hearing body
- some significant policy/procedural irregularity occurred in the investigative or hearing process

Supporting evidence

Describe here

Please also tick this box to confirm additional evidence has been attached to justify what has been specified above.

Outcome sought

Student signature

Date (dd/mm/yyyy)

Forward completed form and supporting documentation to the Registrar at college@adelaide.edu.au

OFFICE USE ONLY

Received by

Form received date (dd/mm/yyyy)

Processed by

Form processed date (dd/mm/yyyy)

The University of Adelaide College understands and respects that privacy is important to you. We collect personal information about you so that we can provide you with the services you have requested. We may also use your information to improve our products and services and offer you our, or our partners' or suppliers', products and services which may be relevant to you. We may disclose personal information about

you in accordance with our Privacy Policy (available at www.college.adelaide.edu.au), including to your education agent and the Australian government. Our privacy policy contains information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer (privacy@kaplan.edu.au) for more information.

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