

Appeals form

By completing this form, you are making an internal appeal to Hawthorn-Melbourne under the [Complaints and Appeals Policy and Procedure](#). Please submit this form to Reception in person or via email to ComplaintsAndAppeals@hawthornenglish.vic.edu.au

SECTION A: YOUR DETAILS

Name:	Student Number (ID):
Preferred name:	Email address:

If someone is filling in and/or submitting the appeal form on your behalf, please include their details.

Someone is helping me with this appeal:	<input type="checkbox"/> Yes	<input type="checkbox"/> No (go to SECTION B)
Name:	Mobile number:	
Relationship to you:	<input type="checkbox"/> Staff member <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Other, please specify: _____	
What are they helping you with?	<input type="checkbox"/> Filling in the form <input type="checkbox"/> Submitting the form on your behalf	

SECTION B: APPEAL INFORMATION

Appeal details:

Please provide a short description of your appeal. You can submit additional information as per Section C.

Reason you wish to appeal:	
<input type="checkbox"/> Not satisfied with the outcome of a complaint <input type="checkbox"/> Intention to report for unsatisfactory course progress <input type="checkbox"/> Intention to report for failure to maintain minimum attendance <input type="checkbox"/> Intention to cancel enrolment for non-payment of fees <input type="checkbox"/> Intention to cancel enrolment for unacceptable behavior <input type="checkbox"/> Other (please specify): _____	
Did you receive an intention to report / cancel letter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of letter:	
Did you attend a counselling meeting related to this appeal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of meeting:	

SECTION B: APPEAL INFORMATION continued...

Why would you like to appeal?

Appeal preferred outcome:

Please include a short description of the outcome you are seeking with this appeal.

SECTION C: DOCUMENTATION

Please attach any additional and/or supporting information to your appeal. Information could include:

- Any Medical Certificates / Reports
- Your most recent assessment results
- Any photos, images, screenshots

Appeal forms submitted without sufficient supporting information are less likely to be successful.

Declaration

- I have read and understood the [Complaints and Appeals Policy and Procedure](#).
- I acknowledge that the information and documentation provided by me as part of this appeal is accurate and true.
- I understand that in making this appeal the information I provide will be treated with appropriate confidentiality in accordance with Australian privacy legislation and will not be disclosed to a third party except as set out in the Privacy Policy.

Signature: _____ Date: _____