Austrasia College Pty Ltd
RTO ID: 45303 | CRICOS Code: 03659K
ABN: 33 616 949 412
T: +612 8066 0278
E: admissions@austrasia.edu.au
W: www.austrasia.edu.au
A: Level 7, 451 Pitt Street, Haymarket, NSW, 2000

Internal Appeal Form

Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.

Title: Mr / Ms / Miss / Mrs	**Student Name:**
Student Number:	**Phone:**
Course Title:	**Email:**
Date:	
Postal Address:	

I hereby appeal to Austrasia College against their:

- ☐ Decision to not approve my Deferment, Suspension of Studies or Cancellation request
- ☐ Decision to not approve my Request to Transfer Providers
- ☐ Intention to report me to DHA for Unsatisfactory Attendance
- ☐ Intention to report me to DHA for Unsatisfactory Course Progress
- ☐ Intention to report me to DHA for Misconduct
- ☐ Intention to report me to DHA for Non-payment of Fees
- ☐ Decision relating to an Academic Result

Other (Please Specify)

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Grounds for Appeal (Please indicate on which ground/s you wish to appeal)

- ☐ New evidence, being evidence not reasonably available to AC at the time of the original decision; and/or
- ☐ Procedural irregularity
- ☐ Other (Compassionate or Compelling Circumstances)

Summary of your grounds for appeal
(Please attach additional sheets if required along with all supporting documentation)

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Note: You must appeal within 20 working days from the date of AC's decision. During this time and while the appeal is being considered, you must attend all classes.

Student Declaration: The above information provided by me is accurate, true and correct.

Student Signature:	**Date:**

Office use only.			
Application Received By	**Name:**	**Signature:**	**Date:**
Action Taken By	**Name:**	**Signature:**	**Date:**

Application Approved OR Rejected (Please Circle)

Comments (If there is insufficient space, attach additional sheets).

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