

Application to Appeal Form

Important Information

This form applies to students and prospective students who wish to lodge an internal appeal against a college decision as the result of the formal grievance process. This form should be read in conjunction with the following policies:

- Grievance & Appeals Policy
- Admissions Policies for Domestic and International Students
- Assessment Policy
- Tuition Fee Refund Policy
- Privacy Policy

All college policies referenced in this document can be found in the Macleay Student Handbook and accessed via the Student Resources section of the college website.

All students or prospective students of Macleay College are entitled to access the appeals procedures set out in the college **Grievance & Appeals Policies**, regardless of the location of the campus at which the grievance has arisen, their place of residence or the mode in which they study.

The procedures set out in college **Grievance & Appeals Policies** do not replace or modify procedures or any other responsibilities which may arise under other higher education provider policies or under statute or any other law.

Grounds for Lodging an Internal Appeal

An appeal against a college determination as a result of a formal grievance process (Stage 2) may be made on the following grounds:

1. The Grievance Offer for the matter has not communicated a decision within twenty-five days of the acceptance of the Formal Grievance Form in relation to the grievance.
2. There is new evidence of a relevant nature that was not available during the process at Stages 1 and 2.
3. The determination was made without due consideration of the facts, evidence or circumstances.
4. There was bias, prejudice or a conflict of interest by the Grievance Officer.
5. A significant irregularity of policy or procedure occurred during the investigation.

The internal appeals process can be initiated under Stage 3 by lodging this 'Application to Appeal Form'.

Lodging the Application Form

You can lodge your completed application to the Office of the Registrar at the Student Services Desk of your campus.

Your completed application must be received by the Office of the Registrar within twenty working days of the receipt of the *Grievance Outcome Letter* received at the completion of the formal grievance process at Stage 2.

Macleay College will sign and return this front instructional sheet as proof of submission. It is recommended you take a copy of your completed application for your records. Macleay College is not responsible for taking or providing the applicant with a copy at the time of the completeness check.

The Application Process

An Appellant wishing to lodge an internal appeal must submit this 'Application to Appeal Form', which can be downloaded from the Student Resources page of the college website, to the Office of the Registrar at the Student Services Desk.

The form must be completed in full to provide the following information to assist with investigation and the determination of a reasonable resolution:

A clear description of the grievance, including date, location and persons involved

A statement of their grounds for appeal

A proposed resolution which they believe will settle the grievance

Attach any documentation in support of the grievance or proposed resolution

The Registrar will only consider an appeal application complete and eligible for investigation when all sections have been filled-in and the form has been signed by the Appellant. Incomplete application forms will not be accepted.

Assessment & Notification of Outcome

On receipt of a completed application, the Appeals Committee Chair will assess the application in accordance with the college *Grievance & Appeals Policies* and any associated policies and will:


1. Accept the appeal for hearing and determination.
2. Refer the appeal to the Grievance Officer reconsideration where new evidence has been presented at the internal appeal stage
3. Deny the appeal

You will be notified in writing of the decision of the Appeals Committee Chair within ten working days of the receipt of the completed application. The notification will also outline the next steps in the appeals process in accordance with the college policy.

The Appellant has the right to access the external appeals process at the conclusion of the internal appeals process.

Privacy Statement

Macleay College is committed to the protection of privacy in accordance with the *Privacy Act 1988*. Macleay College collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Macleay College as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

LODGEMENT RECEIPT	
received by Macleay College as a complete application for assessment	
Macleay College:	Date:
	Name:
Student Number:	

Please retain this copy as proof your application was submitted


Application to Appeal Form

Type of Grievance (please select):	Academic Grievance	Non-Academic Grievance
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Personal Details	I am a Domestic Student (Applicant)	I am an International Student (Applicant)
Macleay College Student Number (if applicable):	Family Name:	Date of Birth:
Address:	Given Name(s):	Title: Mr Mrs Miss Ms Dr
	Macleay College or Personal Email Address:	Contact Telephone Number:

Macleay Course Details	
What course are you enrolled in or applying to?	List the unit(s) concerned (if an academic grievance only):

Evidence Supporting an Appeal
What are your grounds for appeal (include specific details and refer to the grounds as outlined in the Grievance & Appeals policies):
What is your supporting evidence? (Attach any additional pages)
What is the outcome that you would like to see as a result of this appeal?

Student Declaration	
I declare that the information provided by me is true and correct. I have read and understood the information contained on this form and at the <i>Grievance & Appeals Policies</i> as published in the Macleay College Student Handbook.	
 SIGN HERE	Date Signed (dd/mm/yyyy):

Macleay College Office Use Only:		
<input type="checkbox"/> Referred to the Appeals Committee Chair	Appeals Committee Chair Decision: <input type="checkbox"/> Accept <input type="checkbox"/> New Evidence (Referred to GO) <input type="checkbox"/> Deny	Date: