

## Appeals Lodgement Form

**Note:**

- This form should be completed if you would like to lodge a complaint or would like to make an appeal about a decision taken by AHMI. This form must be lodged within twenty (20) working days of notification of the decision.

### Section 1 : Personal Details

Name		Student ID	
Address			
Suburb		Post Code	
Email		Mobile	
Current Course			

### Section 2: Appeal Details

#### Reason for Appeal – Choose from below

Assessment Outcome

**Unit Name:**

Attendance Record

Notice of Intention to Report

Other (please specify)

### Section 3: Appeal Summary – please provide details regarding your appeal

### Section 4: Student Declaration

I, \_\_\_\_\_ (Applicant) hereby declare that the information contained in this application is true and correct to the best of my knowledge.

Signature		Date	
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Appeals Lodgment Form V5.0 July 2023

**Section 5 : Office Use Only**

Assessing Staff Name		Position	
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Application Outcome : Approved  Declined

Appeal discussed with:

Comments:

Assessing Staff Name		Position	
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Assessing Staff Name		Position	
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Proposed actions identified in initial meeting:

Student advised by : Email  Phone  In Person

Student request for 2<sup>nd</sup> meeting : Yes  No   
 (student must request for second meeting no later than five (5) working fays after the initial meeting)

Proposed actions identified in second meeting:

Student advised by : Email  Phone  In Person

Students response to proposed actions & outcomes

Student accepts & agrees – file copy in student file

Student disagrees & unhappy: Student Support will contact student to assist to access Mediation Service or Overseas Student Ombudsman Service.

Staff Signature		Date	
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