

Form checked, scanned, MAZE code Stg2 (CA21); Stg3 (CA31) entered by:

SAS-MEMBER Name: _____ Date: _____

Request received: By student in person

By email

APPEAL REQUEST

DEADLINE/OUTCOME : deadlines and timeframe for outcomes are regulated by *ECC Complaints and Appeals Policy*
Submit your application in person or by email: studentservices@edithcowancollege.edu.au






Use this form for	Appealing an Exclusion/Termination (for poor progression, attendance or fees)	
	Appealing a rejected/unsuccessful application	
Do not use this form for	Wanting to make a formal complaint	Please complete the "Complaint" form
	Appealing a rejected/unsuccessful Appeal Stage 3	You need to appeal ECC's outcome externally. Please refer to Stage 4 of the ECC Complaints and Appeals Policy (www.edithcowancollege.edu.au/policies).
	Formally appealing your final mark/grade (unit result) or appealing an Academic Misconduct	Please complete the "Appeal of Assessment-Final Results" form

MY DETAILS

Student ID:		Date of Birth:	DD / MM / YYYY
Given Name(s):		Email Address:	
Family Name:		Telephone Number:	
I am under 18 years of age:	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please attach written evidence of your parent/guardian approving this request	

MY APPEAL REQUEST

<input type="checkbox"/> I appeal and attach the exclusion/termination notice I received from ECC	<input type="checkbox"/> Academic Misconduct <input type="checkbox"/> Non-payment of fees <input type="checkbox"/> Poor attendance <input type="checkbox"/> Unsatisfactory academic progress
<input type="checkbox"/> I appeal and attach the unsuccessful outcome I received, on an application I made	<input type="checkbox"/> Add/Withdraw Units <input type="checkbox"/> Change of Course/Stream <input type="checkbox"/> Change of English/ELICOS Level <input type="checkbox"/> Complaint <input type="checkbox"/> Course Deferral <input type="checkbox"/> Rejected/unsuccessful Appeal Stage 2 <input type="checkbox"/> Rejected/unsuccessful Complaint <input type="checkbox"/> Rejected/unsuccessful Payment Plan application <input type="checkbox"/> Transfer of Provider <input type="checkbox"/> Withdrawal (all ECC courses) <input type="checkbox"/> Withdrawal (English/ELICOS only)
<input type="checkbox"/> Other	<input type="checkbox"/> I attach details of my complaint and appeal request

MY REASON			MY EVIDENCE and ATTACHMENTS
<input type="checkbox"/>	Appealing <u>Exclusion/Termination Notice, first time</u> = <i>Stage 2 (Exclusion/Immigration Reporting) – Formal Complaint</i>		<input type="checkbox"/> I attach evidence supporting my request, in line with ECC’s Complaints and Appeals Policy, Section 5.3.2., paragraph “Stage Two (Exclusion/Immigration Reporting) – Formal Complaint”
<input type="checkbox"/>	Appealing <u>unsuccessful Stage 2 Appeal about Exclusion/Termination Notice</u> = <i>Stage 3 (Exclusion/Immigration Reporting) – Complaint Review and Appeals Committee</i>		<input type="checkbox"/> I attach evidence supporting my request, in line with ECC’s Complaints and Appeals Policy, Section 5.3.2., paragraph “Stage Three (Exclusion/Immigration Reporting) – Complaint Review and Appeals Committee”
<input type="checkbox"/>	Appealing <u>unsuccessful Complaint, first time</u> = <i>Stage 2 (Non-Academic) – Formal Complaint</i>		<input type="checkbox"/> I attach evidence supporting my request, in line with ECC’s Complaints and Appeals Policy, Section 5.2.2., paragraph “Stage Two (Non-Academic) – Formal Complaint”
<input type="checkbox"/>	Appealing <u>unsuccessful Stage 2 Appeal about Complaint</u> = <i>Stage 3 (Non-Academic) – Complaint Review and Appeals Committee</i>		<input type="checkbox"/> I attach evidence supporting my request, in line with ECC’s Complaints and Appeals Policy, Section 5.2.2., paragraph “Stage Three (Non-Academic) – Complaint Review and Appeals Committee”
<input type="checkbox"/>	Appealing <u>unsuccessful formal appeal of results (assessment/mark/exam)</u> = <i>Stage 3 (Academic) – Results Review and Appeals Committee</i>		<input type="checkbox"/> I attach evidence supporting my request, in line with ECC’s Complaints and Appeals Policy, Section 5.1.2., paragraph “Stage Three (Academic) – Results Review and Appeals Committee”



MY RESPONSIBILITIES (applies to international students only)	
By ticking these boxes I declare that I understand my responsibilities.	
<input type="checkbox"/>	I must continue to attend class until I have been notified of the outcome of this application and continue to meet my visa obligations and conditions. I have read this link referring to visa conditions and understand how it applies to my visa: www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students
<input type="checkbox"/>	It is my responsibility to update the Department of Home Affairs (www.homeaffairs.gov.au) and check how long I can stay in Australia from my last day of study.



MY RESPONSIBILITIES (applies to international and local students)

By ticking these boxes I declare that I understand my responsibilities.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I must submit my appeal request within the deadline stated in the Complaints and Appeals Policy. ECC is not obliged to review/assess my request if this appeal deadline has expired (passed). |
| <input type="checkbox"/> | If I do not state a reason and I do not provide suitable supporting evidence, my request might be deemed incomplete and will not be processed. |
| <input type="checkbox"/> | If I have outstanding fees I understand I must clear all my debt (unpaid fees) as soon as this application is approved, otherwise ECC has the right to take legal action to recoup the debt owing. |
| <input type="checkbox"/> | I must meet my study (and if applicable student visa) obligations, continue to attend classes in my current course, and wait for an email giving me instructions on the outcome of this application. |
| <input type="checkbox"/> | Any refund entitlement on the current enrolment is based on the date of submission of the form and the evidence. |
| <input type="checkbox"/> | Academic penalties may apply dependent on the date of successfully submitting this request. |
| <input type="checkbox"/> | I have discussed this request with an ECC representative.
<input type="checkbox"/> No <input type="checkbox"/> Yes -> Ask ECC representative to write their name and signature here: |
| <input type="checkbox"/> | I have read the following policies (www.edithcowancollege.edu.au/policies): <ul style="list-style-type: none">• Enrolment Policy• Refunds Policy• FEE-HELP Review Procedure (students on FEE-HELP only)• Tuition Fees and Charges Policy• Complaints and Appeals Policy |



MY RIGHTS

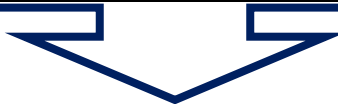
If my request is successful and affects my enrolment, I have the right to receive my relevant study reports on original ECC paper and my marks and grades for the current enrolment will be processed as per this table.

Withdrawal Summary			
ELICOS	Diploma	PQP	Enrolment Recorded
Before end of Week 1	Before end of Week 4		No
From Monday of Week 2	Week 5 to end of Week 10		Yes
	From Monday of Week 11		Yes
Grade on Transcript			
No			
W = Withdrawn			
N = Fail			

Please refer to ECC's Refunds Policy for financial penalties. www.edithcowancollege.edu.au/policies

I'm entitled to a reply/outcome within the given timeframes as stated in ECC's *Complaints and Appeals Policy*.

If my application is unsuccessful, I'm entitled to follow the appeal process as stated in ECC's *Complaints and Appeals Policy*.



Further Information is available at:

- Department of Home Affairs Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – www.homeaffairs.gov.au
- Overseas Students Ombudsman publications: www.ombudsman.gov.au/about/overseas-students/oso-publications#for_students
- ECC Policies - <http://www.edithcowancollege.edu.au/policies>

ECC contact details:

- ECC Student and Academic Services email: studentservices@edithcowancollege.edu.au
- ECC Student and Academic Services phone: +61 8 6279 1100

I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	Signature:	
	Date:	DD / MM / YYYY

ECC OFFICE USE ONLY

ECC Representative Declaration

I declare that all pertinent information has been provided to the student. This form and included supporting documents have been checked carefully and certified myself before being stamped, scanned and lodged.

Special comments for consideration:

SAS Team member signature:		Date:	/ /
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