

Form checked, scanned, code (SA11) entered by ECC staff:

Name: _____ Date: _____

Request received: By student in person

By email

STUDENT APPEAL

OUTCOME/REPLY : will be emailed within 21 calendar days from date of receipt of a complete application

Submit your application in person or by email: justask@ecc.edu.au

Use this form for	Submitting an appeal against the outcome of: an Academic Breach or Misconduct; a formal academic review; a formal complaint; a request to withdrawal, or deferral, or transfer provider; an enrolment change request; a student misconduct; an attendance notification.	
Do <u>not</u> use this form for	Appealing an unsuccessful request for Credit and Recognition of Prior Learning (RPL)	As per ECC policy, these decisions are final and the avenue for appeal is not available.
	Appealing a Fitness to Study Policy decision	
	Appealing a refusal to be admitted to ECC	
	Appealing the outcome of a Student Appeal, submitted to the ECC Student Appeal Committee	You need to appeal ECC's outcome externally. Please refer to the Student Appeals Policy and Procedure (www.edithcowancollege.edu.au/policies).

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 OBLIGATIONS

<input type="checkbox"/>	I confirm my present appeal submission is within 10 calendar days of the written notification of the ECC decision that I wish to appeal.
By ticking the following boxes, I confirm I have read, understood, and I meet either one or both of the following requirements for my appeal to be considered:	
<input type="checkbox"/>	The decision being appealed (i.e. the decision made by the College decision maker) did not comply with the relevant College Policies and/or Procedures, and I have a statement explaining it.
<input type="checkbox"/>	There is new evidence that was not known, or reasonably available to me, before the decision was made (including extenuating circumstances that the decision-maker was not made aware of at the time of the decision being made), and I am able to provide this new evidence with this appeal request.

MY APPEAL

Description of the outcome, incident, decision by ECC I am appealing:

MY EVIDENCE and ATTACHMENTS

I confirm **I meet either one or both** of the following requirements for my appeal to be considered:

- I attach NEW evidence that I did NOT present previously
- I attach my STATEMENT explaining why ECC did not comply with the relevant College Policies and/or Procedures

MY RESPONSIBILITIES (applies to international students only)

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

- If my appeal impacts my current enrolment, 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
- If my appeal results in a cancellation of my enrolment with ECC, 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.

- 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.
- I must meet my study obligations, continue to attend classes in my current course, and wait for a notification giving me instructions on the outcome of this application.
- I have read the following policies (www.edithcowancollege.edu.au/policies):
 - Enrolment Policy and Procedure
 - Refunds Policy
 - FEE-HELP Review Procedure (students on FEE-HELP only)
 - Student Appeals Policy and Procedure
 - Tuition Fees and Charges Policy

IMPACT ON MY CURRENT ENROLMENT WITH ECC

In the event of my appeal being successful, and my appeal affects my current enrolment with ECC, the date of my original application will be considered, impacting my current enrolment as follows (select if applicable):

- (original application submitted BEFORE Friday of Week 4): I understand my current unit selection will be cancelled, and these units will NOT appear on my academic records.
- (original application submitted AFTER Friday of Week 4): I understand I am **not entitled to a refund** for the units I am currently registered in.
- (original application submitted AFTER Friday of Week 4 and BEFORE Friday of Week 10): I understand my current units will appear on my academic records with a grade of withdrawn, and they will NOT impact my academic status.
- (original application submitted AFTER Friday of Week 10): I understand my current units will appear on my academic records **with a grade of fail, and they will impact my academic status.**

MY RIGHTS

ECC's Student Appeal Committee will hold a hearing within 21 calendar days from my appeal submission.

I'm entitled to a reply/outcome within 7 calendar days of the hearing.

If my appeal is unsuccessful, I'm entitled to lodge a grievance with an external agency and must be provided with information about external routes for grievance resolution.



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: justask@ecc.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