APPEALS FORM – STAGE 3

This form is to be used by students who would like to appeal a formal complaints/review decision or a decision on any of the following:

(1) Special circumstances
(2) Allegations of academic and non-academic misconduct
(3) Disability adjustments

Refer to the Student Complaints and Appeals Policy on the STC website.

Please ensure you complete all requested information detailed in this form. If your contact details have changed, please send to studentservices@stc.nsw.edu.au your updated details. This will help STC staff to address your appeal in a timely manner. Failure to provide the requested information may result in a delay in processing your appeal.

NOTE: Please forward the completed Appeals Review Form as well as supporting documentation to studentservices@stc.nsw.edu.au ***to ensure that it is processed in a timely manner.***

Name:	Student ID Number:
Address:	
Telephone:	Date of Incident:
Course:	
Please select reason for Internal Appeal against decision made by Superior Training Centre: ☐ Academic Result (Please Complete Section 1) ☐ Intention to Report (Please Complete Section 2) ☐ Decision regarding deferring, suspending, cancelling, or withdrawing from studies at Superior Training Centre, or complaint outcome (Please Complete Section 3) ☐ Other (Please Complete Section 4)	

SECTION 1: Academic Result

Unit Name: _____

Unit Code: _____

Assessment Task: _____

Date of Assessment: _____

Trainer Name: _____

Nature of Appeal:

SECTION 2: Intention to Report

Reason for Intention to Report:

☐ Attendance ☐ Course Progress ☐ Fees ☐ Other

Date of Intention to Report Letter: _____

Nature of Appeal:

SECTION 3: Decision regarding deferring, suspending, cancelling, or withdrawing from studies at Superior Training Centre, or complaint outcome

Date of Written notification of decision: _____

Nature of Appeal:

SECTION 4: Other reason of appeal

Other (Please specify reason of appeal): _____

Nature of Appeal:

SECTION 5: Supporting Documentation

Please select the type of supporting documentation that you have attached to this application:

☐ Copies of emails

☐ Statutory Declaration from witnesses

☐ Copies of letters

☐ Other (Please specify and attach documentation) _____

SECTION 6: Student Declaration

☐ I declare that to the best of my knowledge, the information I have supplied on this form is true and correct

☐ I have read and understood the Student Complaints and Appeals Policy and other relevant Superior Training Centre policies if applicable.

☐ I have sent my updated details to Superior Training Centre (studentservices@stc.nsw.edu.au) If changed.

_____ _____

Student Signature Date

Please submit this form along with any supporting documentation to Superior Training Centre's Reception, located on 27/29 Oxford Rd, Ingleburn 2565 NSW, Australia. The Internal Appeals process will commence withing 2 working days for a formal lodgement and 20 working days for a formal outcome. You will be notified of the outcome in writing.

Tel: 02 9618 6809 Email: studentservices@stc.nsw.edu.au Web: www.stc.nsw.edu.au
Superior Training Centre Pty Ltd
RTO: 41122