APPEAL FOR REVIEW OF DECISION FORM

› Student details

Student Name: ________________________________ Student ID Number: ________________________________
Phone No.: ___________________________________ Email Address: ________________________________
Current course: ________________________________

Reason for Appealing:
☐ Intention to Report for non-payment
☐ Intention to Report for unsatisfactory course progress
☐ Assessment marks
☐ Refund refusal
☐ Intervention
☐ Leave of Absence refusal
☐ Release letter refusal

Details of appeal:
[Please attach all relevant evidence to support your appeal]

Student Signature ________________________________ Date ________________________________
Staff Signature ________________________________ Date ________________________________
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CSF has in place a simple but comprehensive appeals policy which is easily and immediately accessible to students. Students are made aware of its provisions at Student Orientation Sessions and regularly throughout the course in various meetings and self audits. Please note that any appeals made will incur a $50 administration fee.

Details of Appeal Process:

1. An Appeal Form which is completed by the student and submitted to the Student Service Advisor and $50 admin fee has been accepted.
2. Once the Appeal has been reviewed by the CSF Intervention Officer, student will be notified of the outcome.
3. If the appeal has been approved you will then be placed on an Intervention Stage and receive an Improvement Plan, to be completed by the due date.
4. Where the appeal has not been solved to the student’s satisfaction then he/she will be informed that the appeal of the first decision can be taken to the Director of Studies of the College.
5. If the student chooses to appeal against the decision they have 20 working days in which to do so.
6. The Student Service Advisor will discuss the appeal with the student with a view to solving the appeal. The student can, if he/she so wishes, have a person of his/her choice present with him/her at this discussion.
7. If the action taken to solve the problem satisfies the student then no further action is required. A written outcome will be provided by the student service advisor. A copy of all appeals forms will be kept in the student’s file.
8. If the appeal is unsuccessful, the student will be informed that he/she can seek an external appeals process, within 20 working days, for which the Director of Studies of CSF is to provide contact details.
9. The College of Sports & Fitness will maintain the student’s enrolment whilst the external appeal is being processed.
10. Where the student’s appeal is not upheld by the external appeals process, then the student will be advised of this decision in writing. The CSF Director of Studies will advise the student of the outcome for their external appeal.
11. Where the student’s appeal has been supported by the external appeals process, CSF will immediately implement any decision and/or corrective and preventative action required and advises the student of the outcome.
12. All matters relating to the appeal will be recorded and filed under the student’s hard file and within the Student Management System by the Student Services Advisor of College of Sport & Fitness.

Declaration: I declare to the best of my knowledge and belief, the above information contained on this form is correct and complete. I hereby agree to be bound by the Rules and Regulations of The College of Sports & Fitness. I authorise the College of Sports & Fitness to release information to any approved educational or migration related government bodies at their request.

Signature of Student: ___________________________ Date: ___________________________
FOR OFFICIAL USE ONLY:

Interview with student  ☐ Yes  ☐ No  Date: __________________

Details of the interview:

Note: The student is asked to sign the report only as a record of having read it. It does not necessarily imply that she/he agrees with the action taken. Even if the Director of Studies has not been involved in the interviewing the student, the Director of Studies will sign the final report as the person responsible for all decisions made. A copy of this report will be given to the student.

Signature of Staff: ___________________________________________ Date: __________________

Signature of Student: _________________________________________ Date: __________________

Appeal Outcome:

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Signature of SSA / Director of Studies: _________________________________

Date: ____________________________