

Internal Appeal Request

Form



STUDENT INFORMATION

Qualification / Course Code and Name	Campus
Name	Student ID (if applicable)
Email Address	Contact Number
Are you an International Student?	☐ Yes ☐ No

Parent / Guardian Details (if under 18 and in the care and control of a Parent or Guardian)

Full Name	Contact Number

INTERNAL APPEAL DETAILS

This appeal relates to a decision made in the following area/s:

☐ Assessment	☐ Attendance	☐ Academic Progression
☐ Academic Misconduct	☐ Behavioural Misconduct	☐ Course Admission / Re-Admission
☐ Credit Transfer	☐ Recognition of Prior Learning	☐ Research Misconduct
☐ Other:		

Please provide details of the decision for which you are seeking an internal appeal:

What date were you notified of the decision?	

INTERNAL APPEAL REQUEST

Please identify the reasons for requesting an internal appeal:

☐	The decision was grossly unreasonable
☐	Policy and/or procedural requirements were not followed <i>i.e. the appropriate policy was not adhered to, or correct procedures were not followed in considering or handling the matter</i>
☐	Relevant evidence was not considered in reaching the decision, or relevant evidence was relied upon in reaching the decision <i>i.e. the decision was made without due regard to facts, evidence or circumstance</i>
☐	New evidence has become available
☐	The penalty imposed was excessive or inappropriate
☐	Other:

Please provide a brief explanation and any supporting evidence specifically identifying why you believe the decision was wrong and / or why the service you received was deficient:

STUDENT DECLARATION

☐ I declare that the information provided in this form is accurate and that I have provided details of the grounds upon which I intend to rely in this review

Signature:		Date:	
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PRIVACY STATEMENT: TAFE Queensland is collecting your personal information on this form in order to facilitate the internal appeal / review process. In accordance with the Information Privacy Act 2009 (Qld), your personal information will only be accessed by staff employed by TAFE Queensland for the purposes of undertaking the internal appeal / review process relating to the decision you are appealing. Your information will not be provided to any other person or agency unless you have provided TAFE Queensland with permission, if authorised under our Privacy Policy (available at <https://tafeqld.edu.au/global/privacy-policy.html>) or disclosure is otherwise permitted or required by law. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed or have a concern or complaint about the way the information has been collected, used, stored, or disclosed, please contact the TAFE Queensland Privacy Officer at privacy@tafeqld.edu.au