

Student Internal Appeals Form (Phase 3)

Privacy Statement

By completing this form, you are making an internal appeal to Taylor College Sydney (the College) under the Student Complaints and Appeals Policy and Procedures 2021 (the Policy). The information in your appeal will be used by the College in accordance with the Policy.

The making of an appeal is voluntary. However, some fields are mandatory. If you do not provide the information required, Taylor College may not be able to fully consider or resolve your appeal.

You have the right to access and correct personal information about you held by the College. If you have any questions or concerns about the student internal appeals process or wish to update your details, please contact taylorstudenthelp@navitas.com

Student Internal Appeal Lodgement

If you are appealing a Notice of Enrolment Cancellation, please do not use this form; use the *Enrolment Cancellation Appeal Form (Phase 3)*.

Please note:

1. Ensure you attach the relevant information and documentation before you submit this form, such as your complaint outcome letter, transcript or misconduct outcome letter.
2. Please complete this form in full; incomplete forms may not be processed.
3. Please submit this form to taylorstudenthelp@navitas.com
4. After the appeal is submitted, you will receive an email acknowledgement with your case number within five working days.
5. The Appeal Officer may refer the appeal to an Internal Appeal Review Panel, who will meet within ten working days from the acknowledgement date. You will be given at least three days of notice of the Appeal Review Panel meeting, which is held either in person or online. You have the option to attend the Appeal Review Panel meeting and may bring a support person to the meeting, which will proceed whether or not you attend.
6. If you are unsatisfied with the outcome, you may make a formal external appeal to a relevant external agency (refer to Appendix B of the Student Complaints and Appeals Policy and Procedures).

SECTION A: YOUR DETAILS

Name:	Student Identification Number (ID):
Preferred name:	Email address:
	Course:
Your complaint reference number (available on your complaint outcome letter):	
<input type="checkbox"/> I do not have a reference number	

If someone is filling in and/or submitting the appeal form on your behalf, please include their details.

Someone is helping me with this appeal: <input type="checkbox"/> Yes <input type="checkbox"/> No (go to SECTION B)	
Name:	Mobile number:
Relationship to you: <input type="checkbox"/> Staff member <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Other, please specify: _____	
What are they helping you with? <input type="checkbox"/> Filling in the form <input type="checkbox"/> Submitting the form on your behalf	

SECTION B: APPEAL INFORMATION

Appeal details:

Please provide a short description of your appeal. You can submit additional information as per Section C. This may include additional information not previously available and/or can include reference to why you believe there was procedural unfairness.

Appeal preferred outcome:

Please include a short description of the outcome you are seeking with this appeal.

SECTION C: DOCUMENTATION

Please attach any additional and/or supporting information to your appeal. Information could include:

- Your complaint outcome letter
- Your notice of suspension
- Your misconduct outcome letter
- Any Medical Certificates / Reports
- Your most recent transcript or Academic Reports
- Any photos, images, screenshots.

Appeal forms submitted without sufficient supporting information are less likely to be successful.

Declaration

- I have read and understood the Student Complaints and Appeals Policy and Procedures 2021
- I acknowledge that the information and documentation provided by me as part of this appeal is accurate and true.
- I understand that in making this appeal the information I provide will be treated with appropriate confidentiality in accordance with Australian privacy legislation and will not be disclosed to a third party except as set out in the Student Privacy Policy 2021.

Signature: _____

Date: _____

Office use only	
Date received:	Appeal reference number:
<input type="checkbox"/> Acknowledgement sent	
Type of outcome:	
<input type="checkbox"/> Dismissed <input type="checkbox"/> Appeal Review Panel needed	
Internal Appeal Review Panel	
<input type="checkbox"/> Meeting time set <input type="checkbox"/> Student notified	