

STUDENT APPEAL FORM

INSTRUCTIONS

This form shall be made available to any student formally requesting an appeal of a decision made by the RTO other than an academic appeal. The appeal, once completed by a student, should be returned to the RTO Training Coordinator (training@trainingalliance.com.au). Once a decision is finalised, the outcome of the appeal shall be provided within this form and a copy provided to the student and a copy maintained on the student’s file.

COURSE INFORMATION

TRAINER’S NAME	
COURSE NAME	
COURSE COMMENCEMENT DATE	

PLEASE ADVISE THE REASON FOR THE APPEAL

STUDENT APPEAL FORM

PLEASE LIST BELOW ANY EVIDENCE OR PROVIDE ANY ADDITIONAL INFORMATION OR DOCUMENTATION (OPTIONAL)

IF YOU WISH TO BE SUPPORTED BY ANOTHER PERSON DURING THIS PROCESS, PLEASE LIST BELOW WITH CONTACT DETAILS (OPTIONAL)

I give permission for this matter to be discussed with the appropriate parties and for any documents to be made available to the parties.

STUDENT'S NAME			
STUDENT'S SIGNATURE		DATE	

RTO OFFICE USE

APPEAL OUTCOME			
RTO COO - TRAINING'S SIGNATURE		DATE	
STUDENT'S SIGNATURE		DATE	