## 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 (<a href="mailto:enquiries@abv.net.au">enquiries@abv.net.au</a>). 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	1	DATE			
RTO OFFICE USE					
APPEAL OUTCOME					
RTO COO - TRAINING'S SIGNATURE		DATE			
STUDENT'S SIGNATURE		DATE			