



INTERNAL APPEAL FORM

Please complete and return via email to wsuic@westernsydney.edu.au

This form is to be used if a WSUIC student wishes who experiences incorrect, inappropriate or unfair treatment in the course of their relationship with WSUIC.

All documentary evidence supporting the appeal must be submitted with this application. This appeal must be lodged to within 20 working days of the date specified on the notification letter. Your status will be reported to Immigration (DHA) if you do not lodge an appeal within the 20 working day period.

Ensure you have read the WSUIC's Complaints and Appeals Process (<https://internationalcollege.westernsydney.edu.au/policies-procedures>).

1 - PERSONAL DETAILS

Family Name

Given Name

Student ID Number

Course Name

Phone Number

2 – REASONS FOR APPEAL

3 - SUPPORTING DOCUMENTATION

Is there documentary evidence attached to this application?

Yes

No

Note: Only certified copies of documents should be submitted.

4 - STUDENT DECLARATION AND SIGNATURE

While my appeal is being processed I must attend all classes.

I understand that I will be notified of the outcome of the appeal via email within 10 working days of lodgment.

I certify that the information given above is true and complete to the best of my knowledge.

I am aware that it is my responsibility to provide all necessary documentation to support my application.

I have read and understand the above conditions and accept them fully.

Student Name

Student's signature

Date (dd/mm/yyyy)

OFFICE USE ONLY

5 - STUDENT SERVICES

The attendance has been recalculated and the attendance is _____%.

Comments

Staff name

Staff Signature

Date (dd/mm/yyyy)

6 - APPEAL OUTCOME - TWO APPEALS COMMITTEE MEMBERS TO COMPLETE

Successful

Unsuccessful for the following reasons:

1. Committee member's name

Committee member's signature

Date (dd/mm/yyyy)

2. Committee member's name

Committee member's signature

Date (dd/mm/yyyy)

7 - WSUIC STUDENT SERVICES TEAM TO COMPLETE

Was the appeal successful?

Yes

No

Appeal outcome letter sent to student?

Yes

No

Complaints and Appeals Register Updated

Date:

Comments

Staff name

Staff signature

Date (dd/mm/yyyy)