

## APPEAL FORM

### Who should use this form?

Students who want the Dean/Director to review a formal decision made by a Wintec Manager/Centre Director.

### Deadlines to lodge an appeal:

- **Appeals against a formal decision** (academic or general) **made by a Wintec Manager/Centre Director** (excl. Special Consideration outcomes) must be lodged at Wintec's Student Enrolment & Information Centre (SEIC) within 15 working days of a student receiving a formal response/outcome from a Wintec Manager/Centre Director.
- **Appeals against a Special Consideration outcome** must be lodged at Wintec's Student Enrolment & Information Centre (SEIC) within 5 working days of a student receiving a formal response/outcome from a Wintec Centre Director.

### SECTION ONE – PERSONAL DETAILS

1.1 Student ID

1.2 First Name(s)

1.3 Surname or Family Name

### SECTION TWO – CONTACT DETAILS

2.1 Telephone – Daytime

2.2 Mobile

2.3 Email

### SECTION THREE – ENROLMENT INFORMATION

3.1 School or Centre

3.2 Programme of Study

### SECTION FOUR – FEES INFORMATION

If you are appealing against a formal academic decision made by a Wintec Manager/Centre Director, fees apply. This is refunded if the complaint/appeal is successful.

#### Appeals:

4.1 Appeal against a formal academic decision **\$55.00**

OFFICIAL USE ONLY

BARCODE HERE

### SECTION FIVE – LETTERS AND EVIDENCE

5.1 Please write your letter to the Dean/Director below, explaining why you are appealing the decision/outcome advised by the Manager/Centre Director. Please make sure you clearly state the reason(s) for your appeal and reference any supporting evidence. (Attach further pages if needed).

- 5.2 You must attach the following to this form before submission:
- ☐ A copy of the formal response/outcome letter for which you are appealing a decision.
  - ☐ Any further information or evidence for the Dean's/Director's consideration.

SECTION SIX – PAYMENT

Payment of the correct fee (see Section Four) is required before your application can be processed. Payment can be made in person at the Cashier, A Block, City Campus, by cheque, by internet payment to the Wintec Bank Account # 02 0316 0112455 00 - please use your Student ID number as a reference when making payment, or by completing the credit card details below.

Credit Card Details

Please charge my credit card (unfortunately we do not accept American Express or Diners Club cards)

Visa

MasterCard

Amount to be charged

\$

Card Number

Expiry Date

/

Name on Card (by completing the name on the card you are authorising the payment if completing this online)

Card Holder's Signature

Today's Date

SECTION SEVEN – STUDENT DECLARATION

I understand that the person(s) I am making a complaint about will be notified that the complaint has been made against them and of the nature of this complaint.

I understand that an email acknowledging receipt of my appeal will be sent to me within 5 working days of the Office of the Dean receiving my application.

I understand that the appeal investigation process can take several weeks depending on the case complexity and availability of staff or student/s for any meetings during the investigation.

I confirm I have completed this form, or have overseen the completion of this form, and that the contents are true and correct to the best of my recollection.

Signature

Date

PLEASE SEE THE FOLLOWING PAGES FOR THE APPEALS PROCESS.

FOR FURTHER INFORMATION ON THE APPEALS PROCESS, PLEASE VISIT *MY LEARNING*, WINTEC'S STUDENT ENROLMENT AND INFORMATION CENTRE OR THE INTERNATIONAL CENTRE.

# Appeals to the Dean/Director against a formal decision made by a Wintec Manager/Centre Director

Appeal against a formal academic decision/outcome (Review of an Academic Decision)

Appeal against a general formal complaint

