

## Appeal Form



- The process begins within 10 working days of the formal lodgement of this appeal form
- The college's procedures do not limit your rights to take an action under Australia's consumer protection laws.
- If you are not satisfied with the outcome of this appeal, you can make external complaint/appeal, you are requested to carefully read Complaints and Appeals Policy & Procedures of Griffin College.
- You are supposed to attach any supporting documentation relevant to your application.
- Student must submit the form to student support officer in person or by email: [info@griffin.edu.au](mailto:info@griffin.edu.au)

DETAILS	
Appellant Type	Student <input type="checkbox"/> Other <input type="checkbox"/>
Appellant/ Student Name	
Student ID	
Address	
Street	
Suburb	
Post Code	
Phone	
Email ID	
Course	

Do you have any another person who would like to assist you? If yes, please provide details

Name	
Relationship	

### Appeal Details

Details of Griffin College Decision (attach copy of decision)
Ground of Appeal

Dates:

Comments

Your Expected Outcome/What you would like to happen to fix the problem and prevent it from happening again.

(Please attach a separate page if the space above is not sufficient to write the details)

Did you receive a notice of intention to report to Department of Home Affairs (DOHA) from Griffin College? If yes, please attach a copy of the letter.

**DECLARATION/SIGNATURES.**

I declare that the information provided in this application is true and I have read the Complaint and Appeal policy and procedure. I understand that I may be asked for the further information and may asked to attend the meeting to discuss my application.

Appellant/Student Signatures	
Date	

**OFFICE USE ONLY**

Contact Details are up to date in system. If there is variation and Appellant is current student, please request "Address and Contact Details update form" without delaying this appeal process.

Form Received by	
Form received Date	
Signature Receiving officer	
Acknowledgement Mode/Date	
Form is complete, forward to compliance for further Action	
Action Taken	