

Non-Academic Appeals Application Form

This form is to be used in relation to non-academic matters only and must be used in conjunction with Della International College's Student Complaints and Appeals Policy and Non-Academic Appeals Procedure.

Personal Details:

Full Name:

Student ID:

Address:

Course Code and Number:

Student Status: (tick all that apply)

- Enrolled
- Not Enrolled
- Domestic Student
- International Student
- Other (specify): _____

Type of Non-Academic Appeal

Please indicate the type of appeal as set out in the Non-Academic Appeal Procedure

- Proven case of General Misconduct
- Denial of request to transfer providers (International student visa holders)
- Disability support/adjustments
- Other (please specify)

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Grounds For Appeal

Please indicate the grounds for submitting your appeal:

- The appropriate policy was not adhered to or correct procedures were not followed in considering or handling the matter
- The decision was made without due regard to facts, evidence or circumstance
- The decision, where applicable, involves a penalty which was too harsh, exceeding the nature of the offence

Please provide a brief statement to support your appeal:

Consultation And Informal Resolution Process

- I confirm that the consultation process has taken place but did not resolve the matter
- I confirm that I have discussed with the original decision maker the reasons why I believe the original decision made is incorrect
- The consultation process has not taken place because:

Student Declaration And Signature

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Modified:
Review Date:

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Student Signature	Date:

Office Use Only
<p>The student has completed:</p> <ul style="list-style-type: none"><input type="checkbox"/> Student details in full<input type="checkbox"/> Type of appeal<input type="checkbox"/> Student Declaration and Signature<input type="checkbox"/> Consultation and Informal Resolution process<input type="checkbox"/> Grounds for appeal and provided a statement to support the appeal

Assessment of Appeal submission by <responsible staff member>
<p>Date:</p> <p>The appeal submission has been assessed by <responsible staff member> and:</p> <ul style="list-style-type: none"><input type="checkbox"/> The Appeal can be heard by the <responsible person><input type="checkbox"/> The Appeal submission will not be proceeded with, on the grounds that:<ul style="list-style-type: none"><input type="radio"/> The Appeal should be referred for mediation first;<input type="radio"/> There are insufficient grounds for the Appeal; or<input type="radio"/> The Appeal is vexatious or malicious