



NOTICE OF APPEAL FORM

The Notice of Appeal Form must be lodged within 14 days of a complaint determination being made. This form and any supporting evidence should be submitted to Student Services. The Chair of the Appeals Committee will review the appeal form and the student will be notified of the outcome within 20 working days. If the Chair of the Appeals Committee requires further information, an Appeals Committee will be convened for a hearing. The student will be notified within 10 working days of the hearing date. For further information please refer to the Student Complaint and Appeal Policy and associated Procedure available on the Australian Institute of Higher Education website: www.aih.nsw.edu.au

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

PERSONAL DETAILS

Title: Mr Ms Other (please specify)	
Family name:	
First name(s):	Male Female
Date of birth (dd/mm/yy):	
Student ID:	
Phone (home/mobile):	
Email:	
Full address:	
City:	Post code:
State:	Country:
Course:	Date:

UNIT INFORMATION (IF APPLICABLE)

Unit code:	
Unit name:	
Semester:	Year
Evidence provided:	
Grounds for appeal:	
Outcome sought:	

STUDENT DECLARATION

I declare that the information provided in this application is accurate. I have read and I understand the information about the appeals process in the Student Complaint and Appeal Policy and associated procedure.	
Signature:	Date:

Privacy: We recommend that you read the AIH's Management of Personal Information Policy and associated Procedure published on our website [www.aih.nsw.edu.au]

Return this form to:
 Australian Institute of Higher Education P/L
 Level 3, 545 Kent St, Sydney NSW 2000
 Phone +(612) 9020 8050, Fax +(612) 8004 9286
 Email: [studentservices@aih.nsw.edu.au]