

# Application to Appeal Form

## Important Information

This form applies to students and prospective students who wish to lodge an internal appeal against a decision as the result of the formal grievance process. This form should be read in conjunction with the following policies:

- *Grievance & Appeals Policy*
- *Admissions Policies*
- *Tuition Fee Refund Policies*
- *Assessment Policy*
- *Misconduct Policy*
- *Privacy Policy*
- *Sexual Assault and Sexual Harassment Prevention & Response Policy*

All policies referenced in this document can be found in the FAQ section of the Collarts website and accessed via Student Resources section of the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>

All students, prospective students and any other parties to Collarts are entitled to access the grievance procedures set out in the *Grievance & Appeals Policy*, regardless of the location of the campus at which the grievance has arisen, their place of residence or the mode in which they study.

The procedures set out in the *Grievance & Appeals Policy* do not replace or modify procedures or any other responsibilities which may arise under other higher education provider policies or under statute or any other law.

## Grounds for Lodging an Internal Appeal

An appeal against a determination as a result of a formal grievance process (Stage 2) may be made on the following grounds:

1. There is new evidence of a relevant nature that was not available during Stages 1 and 2
2. There was a conflict of interest by the Grievance Officer
3. A significant irregularity of policy or procedure occurred during the investigation.

The appeal must respond to the grievance decision and not the initial incident unless there is new relevant evidence to present and not just re-submitting the same information lodged in the Formal Grievance (Stage 2).

The internal appeals process can be initiated under Stage 3 by lodging this *Application to Appeal Form*.

## Lodging the Application Form

An appeal must be lodged within **ten working days** of receipt of the *Grievance Outcome Letter*, by completing an *Application to Appeal Form* which can be downloaded via the *Policies* section of the MyCollarts website at [www.collarts.edu.au/he-policies](http://www.collarts.edu.au/he-policies). The appeal form must provide the following information to assist with investigation and determination of a resolution:

- A statement of their grounds for appeal
- A proposed outcome which they believe will settle the issue
- Attach any documentation in support of the grievance or proposed outcome

The *Application to Appeal Form*, with any supporting documentation attached, should be submitted to any Collarts campus reception or Student Services Office or by emailing [support@collarts.edu.au](mailto:support@collarts.edu.au)

Collarts will sign and return this front instructional sheet as proof of submission. It is recommended that Appellants retain a copy of the submission. Collarts is not responsible for taking or providing the applicant with a copy at the time of the completeness check.

## The Appeal Process

The Appeals Committee Chair will review the appeal and make one of the following recommendations:


- Accept the appeal for hearing and determination
- Refer the appeal to the Grievance Officer for reconsideration where new evidence has been presented
- Deny the appeal

If accepted, a hearing may be held by the Appeals Committee in which the Appellant will be invited to attend. The Appeals Committee Chair will report its decision in writing to the Office of the Registrar with copies to all relevant parties within **ten working days** of receipt of the completed *Application to Appeal Form*.

If the Appellant is dissatisfied with the outcome from the Internal Appeal process, they may lodge an appeal for external mediation and dispute resolution via the *Resolution Institute*.

## Privacy Statement

Collarts is committed to the protection of privacy in accordance with the *Privacy Act 1988*. Collarts collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Collarts as a higher education provider. For more information on our approach to privacy, please refer to our *Privacy Policy* on the Collarts website or Student Handbook.

LODGEMENT RECEIPT	
received by Collarts as a complete application for assessment	
Collarts: 	Date: Name:
Student Number:	

**Please retain this copy as proof your application was submitted**

# Application to Appeal Form

Type of Grievance (please select):

Academic Grievance

Non-Academic Grievance

## Personal Details

Collarts Student Number (if applicable):

Address:

I am a Domestic Student (Applicant)

I am an International Student (Applicant)

Family Name:

Given Name(s):

Collarts or Personal Email Address:

Date of Birth:

Title: (Mr/Mrs/Miss/Ms/Dr)

Contact Telephone Number:

## Course Details

What course are you enrolled in or applying to?

List the unit(s) concerned (if an academic grievance only):

What are your grounds for appeal? (include specific details and refer to the grounds as outlined in the *Grievance & Appeals Policy*)

What is your supporting evidence? (Attach any additional pages)

What is the outcome that you would like to see as a result of this appeal?

## Student Declaration

I declare that the information provided by me is true and correct. I have read and understood the information contained on this form and at the *Grievance & Appeals Policies* as published in the Collarts Student Handbook and *FAQs* section of the college website.



Date Signed (dd/mm/yyyy):

## Collarts Office Use Only:

Referred to the Appeals Committee Chair

Appeals Committee Chair Decision:

Accept

New Evidence (Referred to GO)

Deny

Date: