



## HARWARD INTERNATIONAL COLLEGE

CRICOS: 03234B | RTO: 22332

Level 9, 14 Queens Rd, St. Kilda Melbourne, Victoria 3004

Phone: (03) 9866 7756 | Fax: (03) 8669 4055

Email: [info@harward.vic.edu.au](mailto:info@harward.vic.edu.au) | Web: [www.harward.vic.edu.au](http://www.harward.vic.edu.au)

# Student Appeal Form

### Important Information:

- Appeals form will be provided in accordance with HIC's International Student Complaints and Appeals Policy and Procedure
- You should read the policy and procedures carefully to establish your eligibility for an appeal
- Any request for a student's appeals must be made in writing, using this form
- Before your form for an Appeal will be considered, you must complete all the sections below and attach documents relevant to your application

### Usage of form:

- Appeals against academic assessment
- Appeals against the notification of intension to report due to unsatisfactory course progress / nonpayment of fees
- Appeals against the result of an application for special consideration in relation to an individual student
- Appeals against the application for suspension/deferment/cancellation of enrolment

### Processing Time:

- 10 working days from the date of receipt

### Checklist

- I have indicated the grounds for appeal and addressed these in my submission.
- I have attached copies of all my supporting documentation

### Personal Details

Family Name:

Given Name:

Student ID:

Group:

Address:

Email:

Courses:

Certificate IV in Business

Diploma of Management

\* If you change your address during the period, please contact us to ensure your address details are updated for future correspondence.

### Details of the Appeal

Please provide a summary of your appeal in the space below (Attach Separate Sheet, if needed)

What is your preferred outcome:

### Student Declaration

I declare the information provided in this application is accurate and I have read and understood the information regarding the appeals process of Harward International College provided on the website

<http://www.harward.vic.edu.au/spolices.html>

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_



## To be completed by Harward

Date of meeting with student:

Who attended the meeting:

What action has been proposed in relation to the Appeal? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Should the decision made by Harward earlier be upheld? Yes / No

Rationale: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If there any remedial action required by Harward? Yes / No

If Yes, what action is proposed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_