



APPEAL LODGEMENT FORM

APPEAL NO.

STUDENT TO COMPLETE

Please read, complete all the required fields and ensure that you attach all supporting document to this appeal form.

STUDENT NAME:	<input type="text"/>	STUDENT ID:	<input type="text"/>
MOBILE:	<input type="text"/>	DATE:	<input type="text"/>
COURSE:	<input type="text"/>	INTAKE:	<input type="text"/>
EMAIL:	<input type="text"/>		

1. How to appeal?

A student of GCA can appeal any decision made by GCA which involves the student directly, except in specific cases where the student has been notified. To appeal a decision, the student must:

- 1.1 Contact student support who will provide you will all relevant information and/or documents.
- 1.2 Complete the appeal lodgement application form by ensuring all data provided are accurate and true.
- 1.3 Attached all supporting document to their application (evidence) and submit to student support in person or where the student is unable to travel to college, via email.
- 1.4 Make an appointment with management to discuss and finalise the application process and decide the right course of action for the student where applicable on a case-by-case basis.

Where the student is unable to travel to college due to a compassionate and/or compelling circumstance, management may conduct the meeting using video conference and/or phone call.

However, in cases where a meeting is not required and/or has not been appointment by the student, management may review the application and notify the student of the application outcome via email.

All applications received, will be processed by student support post management review on a case-by-case basis and the student will be notified of the outcome by email within 20 working days of application.

The student can appeal again to any unsuccessful appeal outcome as per GCA complaints and appeal policy.

I would like to appeal:

(Please read and tick the most appropriate box/es)

1. A Notice of Intention to Cancel my COE (NOITC) raised due to **violation of the course/tuition fee policy.**
2. A Notice of Intention to Cancel my COE (NOITC) raised due to **violation of the academic course progress policy.**
3. A Notice of Intention to Cancel my COE (NOITC) raised due to **violation of the attendance & classroom policy.**
4. A Notice of Intention to Cancel my COE (NOITC) raised due to **violation of misconduct policy.**
5. The reassessment fees for one or more units in which I was unfairly charged.
6. The result outcome of one or more of my units of competency for my VET course.
7. The result outcome of one or more of my proficiency progresses for my ELICOS course.
8. Other: _____



STUDENT TO COMPLETE

Please read and briefly answer the all the questions below where applicable.

ATTENTION: To management,

1. In a few words, explain what decision you are appealing.

2. Explain why you believe your appeal should be successful.

Complete this question only if you have selected any of these Tick-boxes 1,2,3 and/or 4.

3. What guarantee do we have that there will not be such a re-occurrence if your appeal is successful?

STUDENT DECLARATION:

I have read and understood the Global College Australasia Complaints and Appeal Policy and that I will be given the opportunity to present my case formally at an interview. Should the appeal progress to an external arbitrator, I agree to pay the arbitrator fee for this appeal; however, should my appeal be successful I will receive a full refund of this fee. I declare that all information given by myself in this document are true and accurate. I understand that deliberate provision of false information may lead to academic sanctions post investigation.

STUDENT SIGNATURE:

DATE:



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 Facebook: facebook.com/GlobalCollegeAustralasia
 Marketing & Admissions: admissions@globalcollege.edu.au
 Allure café: manager@allurecafeperth.com.au (WBT Query)

MANAGEMENT USE ONLY

The Principal Executive Officer to make judgment on NOITC appeal outcome (All NOITCS) or Accounts Officer for Financial NOITC only.

The NOITC appeal has been deemed as:

SUCCESSFUL or **NOT SUCCESSFUL**

Whether NOITC outcome has been influenced by:

COMPASSIONATE REASON

and/ or

COMPELLING CIRCUMSTANCE

Details of compassionate reason/s and/or compelling circumstance/s: (If any)

Course of action to be taken (If any):

JAMES RAYNE
 PRINCIPAL EXECUTIVE OFFICER

SIGNATURE

DATE:

ADMINISTRATIVE USE ONLY

VETTRAK has been updated:

YES or NO

Student personal file has been updated:

YES or NO

Student has been notified:

YES or NO

Date this form has been fully processed: