



## Internal Appeal Form

*Student must appeal within 20 working days from the date of SCCM's decision. During this time and while the appeal is being considered, student must attend all scheduled classes. Please complete all fields and email this form as well as any supporting documentation to Student Services at [studentservices@sccm.edu.au](mailto:studentservices@sccm.edu.au). An assessment of this appeal will commence within 10 working days of formal lodgement of this appeal, in accordance with SCCM's Complaints and Appeals Policy. The Operations Manager will conduct the assessment of the appeal in a professional, fair and transparent manner, and will finalise the outcome as soon as practicable. Student will be notified of the outcome in writing.*

### STUDENT DETAILS

<b>Student Name</b>		<b>Student ID</b>	
<b>Email</b>		<b>Mobile</b>	

### APPEAL DETAILS

**I hereby appeal to Sydney City College of Management against their:**

<input type="checkbox"/> Decision to Report for Unsatisfactory Attendance <input type="checkbox"/> Decision to Report for Misconduct <input type="checkbox"/> Decision Relating to an Academic Result <input type="checkbox"/> Decision Relating to a Complaint Outcome <input type="checkbox"/> Decision on Suspension of Student Studies <input type="checkbox"/> Decision to Refuse Transfer Request <input type="checkbox"/> Other, please specify _____	<input type="checkbox"/> Decision to Report for Unsatisfactory Course Progress <input type="checkbox"/> Decision to Report for Non-payment of Fees <input type="checkbox"/> Decision Relating to a Refund Request <input type="checkbox"/> Decision on Deferral of Student Studies <input type="checkbox"/> Decision to Cancel Student Enrolment
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### Reason for Appeal

**Please detail the reason for your appeal including any extenuating circumstances that you believe were not given consideration in the decision by SCCM. Add additional pages if required**

<b>Student Declaration</b>	<input type="checkbox"/> I declare that to the best of my knowledge, the information I have supplied on this form is true and correct. <input type="checkbox"/> I have read and understood the Student Complaints and Appeals Policy and other relevant SCCM policies if applicable.
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<b>Student Signature</b>	<b>Date</b>
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**OFFICE USE ONLY**

**Assessor Comments and Recommendations**

<b>Appeal Outcome</b>	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Declined</b>
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<b>If declined, has the Department of Home Affairs been notified in the case of?</b>	
<input type="checkbox"/> <b>Deferral of studies</b> <input type="checkbox"/> <b>Suspension of studies</b> <input type="checkbox"/> <b>Cancellation of enrolment</b> <input type="checkbox"/> <b>Transfer of student</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

<b>Student Notified of Outcome?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
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<b>Student Satisfied with Outcome?</b>	<input type="checkbox"/> <b>Yes - Appeal is resolved.</b> <input type="checkbox"/> <b>No - Student will appeal externally to the Overseas Students Ombudsman.</b>
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<b>Assessed by</b>	
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<b>Signature</b>		<b>Date</b>	
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<b>Recorded in the Complaints and Appeals Register?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
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