



Internal Application 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. 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

Student Name		Student ID	
Email		Mobile	

Appeal Details

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

- | | |
|---|--|
| ☐ Decision to Report for Unsatisfactory Attendance | ☐ Decision to Report for Unsatisfactory Course Progress |
| ☐ Decision to Report for Misconduct | ☐ Decision to Report for Non-payment of Fees |
| ☐ Decision Relating to an Academic Result | ☐ Decision Relating to a Refund Request |
| ☐ Decision Relating to a Complaint Outcome | ☐ Decision on Deferral of Student Studies |
| ☐ Decision on Suspension of Student Studies | ☐ Decision to Cancel Student Enrolment |
| ☐ Decision to Refuse Transfer Request | |
| ☐ Other, please specify _____ | |

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

Student Declaration

- ☐ I declare that to the best of my knowledge, the information I have supplied on this form is true and correct.
- ☐ I have read and understood the Student Complaints and Appeals Policy and other relevant SCCM policies if applicable.

Student Signature

Date



Office Use Only

Assessor Comments and Recommendations

Appeal Outcome

☐ Approved

☐ Declined

If declined, has the Department of Home Affairs been notified in the case of?

- ☐ Deferral of studies
- ☐ Suspension of studies
- ☐ Cancellation of enrolment
- ☐ Transfer of student

☐ Yes

☐ No

Student Notified of Outcome?

☐ Yes

☐ No

Student Satisfied with Outcome?

- ☐ Yes - Appeal is resolved.
- ☐ No - Student will appeal externally to the Overseas Students Ombudsman.

Assessed by

Signature

Date

Recorded in the Complaints and Appeals Register?

☐ Yes

☐ No