

# Appeal Application

This form is for any student who needs to make an appeal against a decision made by Core Institute & Training. This may include but is not limited to Intent to Cancel, determination of Not Yet Satisfactory or Not Yet Competent or decision to reject any application.

Student Details			
Family Name		Given Name	
Address			
Mobile Number			
Email Address			

Course Details	
Course(s) Name:	

Appeal Information
Please outline your reasons for applying for an appeal and the decision you are appealing.

**Student Declaration:**

- I have read and understand the Complaints and Appeals Policy.
- I have read and understand the Fees, Charges and Refund Policy or Course Progress Policy where applicable.
- I understand that I will receive a written response within ten (10) business days outlining the decision.
- I have provided supporting documentation to support my request.
- I understand that the decision of the RTO does not impact my consumer rights.
- I understand, in the case of an appeal against intent to cancel for non-payment of fees, confirmation of payment against fees is required.

Student Signature		Date	
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# Appeal Application

Office Use Only	
Date application received:	Received by:
Recommendation for actions:	
CEO –	
Appeal approved: Yes No	Date: Signature:
Comments:	
Finance –	
Fee changes applicable: Yes No	Date application sent to Finance:
Fees to be raised:	Date Invoice send to student/employer:
Refund/Credit applicable: Yes No	Date: Signature:
Financial clearance provided:	Signature:
Student Support or Admission Officer	
SMS Updated: Yes No	Date: