

Appeals Lodgement Form



Appeals No:			
SECTION 1 – Personal Details			
Name:		Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Address:		Post Code:	
Email:		Tel/ Mobile:	
SECTION 2 – Course / Unit/ Module Details			
Code/Title:		Date:	/ /
Assessor:			
Task:			
SECTION 3 – Appellant Declaration			
I have read and understood Avante Education Appeals Policy and acknowledge that Avante Education will review the appeals case free from bias decision making , 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.			
Signature :		Date:	/ /
SECTION 4 – Appeal Details			
Please tick the area relating to your grounds for appeal:			
<input type="checkbox"/> Incorrect assessment decision		<input type="checkbox"/> Cancellation/Withdrawal Outcome	
<input type="checkbox"/> Refund Outcome		<input type="checkbox"/> Fees and charges Outcome	
<input type="checkbox"/> Application to Enrol Outcome		<input type="checkbox"/> Other	
Please outline the situation for your appeal:			
Appeal discussed with Avante staff:		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Appeal has been successfully resolved:		<input type="checkbox"/> YES <input type="checkbox"/> NO	

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Admin Use Only				
<input type="checkbox"/> Appeal Lodgement Received	Initial		Date:	/ /
<input type="checkbox"/> Appeal Lodgement recorded (Register)	Initial		Date:	/ /
<input type="checkbox"/> Acknowledgement sent	Initial		Date:	/ /
<input type="checkbox"/> Appeal Forwarded to Director	Initial		Date:	/ /

Note: Use "Appeals Progress Form" to record further actions regarding this Appeal