

STUDENT APPEAL FORM

This form is to be completed by students who want to appeal against the intention to cancel by Abbey College Australia. This form must be read in accordance with the Complaint and Appeal Policy.

This form will not be acceptable without supporting evidence.

Which type of cancellation are you appealing against?	Please Tick
Non-payment of Fees	<input type="checkbox"/>
Unsatisfactory course progress	<input type="checkbox"/>
Unsatisfactory Attendance	<input type="checkbox"/>

STUDENT DETAILS

Student ID:			
Family Name:		First Name:	
Course Enrolled:			
Current Address:			
Contact Number:		Email:	

You have the right to appeal against the institution's decision to cancel your enrolment. The appeal period is generally 20 working days. However, you must always refer to the timeline mentioned in the notification sent to you.

Describe in your own words why you believe you should not have your enrolment cancelled:

(Attach additional pages as needed)

List actions you believe you could take that would assist us in allowing your enrolment to continue:

Student Signature:		Date:	
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The copy of this form must be kept in the student file for future reference.

APPEAL PROCEDURE

YOU ARE NOTIFIED BY ABBEY OF A
DECISION IN RELATION TO AN
APPLICATION, REQUEST OR
COMPLAINT.

