



- For more information about ABS's Appeals Policy & Procedure [www.absinstitute.com.au](http://www.absinstitute.com.au)

## Appeal Notification Form

This form must be lodged within 30 days of receiving assessment notification or relevant issue being determined. You must outline the grounds for our appeal, and attach supporting documentation (original documents or certified copies only) as evidence.

Date lodged:

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### Student Details:

Student no:

Date of birth: (dd/mm/yy)

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First name:

Family name:

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Address:

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Home phone:

Mobile:

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Email:

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Course:

Course location:

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Course start date:

Course completion date:

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**Appeals details (including basis for the appeal, related evidence, steps already taken to resolve the issue and actions that may need to be taken)**

Evidence attached

No evidence attached

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- **Lodging an appeal? Mail to:** ABS Institute of Management, Attention Operations Manager, PO Box 4051, Victoria Park WA 6979 or **in person to:** Suite 6, 8 Welshpool Road, East Victoria Park WA 6101
- **Do I still attend classes?** Whilst your appeal is being heard you must remain enrolled at ABS and attend classes/continue with studies.
- The information provided to ABS in this Appeal of Assessment will only be used to process this appeal. Only authorised personnel will have access to this appeal. No further access will be provided to any other organisation or persons without your consent or, unless authorised or required by law, in accordance with the Privacy Act 1988.

**Appeal committee review comments (*office use only*)**

Please provide details of the Appeal Committee's decision including reasons and relevant legislation to support decision

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Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

**Administration Use Only**

- 1 Appeal received and appellant notified of receipt.  Date: \_\_\_\_\_
- 2 Independent review required? **Yes / No**
- 3 Appeal requiring greater than 60 days to finalise:  
Appellant notified in writing reason for delay.  Date: \_\_\_\_\_
- 4 Notification of Appeal Outcome letter sent to student and student file updated.  Date: \_\_\_\_\_
- 5 Student Management System (SMS) updated.  Date: \_\_\_\_\_