

WESTERN SYDNEY UNIVERSITY



The College

INTERNAL APPEAL FORM FOR UNSATISFACTORY ATTENDANCE

Please complete and return via email.

This form is to be used if a College student wishes to appeal the decision to certify unsatisfactory attendance and report it to the Government.

All documentary evidence supporting the appeal must be submitted with this application. This appeal must be lodged to within 20 working days of the date specified on the notification letter. Your unsatisfactory attendance will be reported to Immigration if you do not lodge an appeal within the 20 working day period.

Ensure you have read the University's Complaints and Appeals Process (westernsydney.edu.au/complaints/complaints_management_and_resolution).

INTERNAL APPEAL

No

Note: Only certified copies of documents should be submitted.

DECLARATION AND SIGNATURE

While my appeal is being processed I must attend all classes.

I understand that I will be notified of the outcome of the appeal via email within 10 working days of lodgment.

I certify that the information given above is true and complete to the best of my knowledge.

I am aware that it is my responsibility to provide all necessary documentation to support my application.

I have read and understand the above conditions and accept them fully.

Student Name	
Student's signature	Date (dd/mm/yyyy)

In providing my personal information to Western Sydney University The College, I understand that, other than as authorised by law, The College will only use this information for the purposes for which it is being collected in accordance with The College's functions and activities associated with my enrolment. In some instances, The College may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal), an affiliated entity of The College, or to third parties for the purposes of recovering unpaid Western Sydney University The College fees or other debts owed to The College, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and Western Sydney University The College's policies.

Western Sydney University Enterprises Pty Ltd ABN 44 003 474 468 trading as Western Sydney University The College (CRICOS Provider Number 02851G) is a wholly owned entity of Western Sydney University.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

ADMINISTRATIVE OFFICE

The attendance has been recalculated and the attendance is _____%.

Comments

Administrative name

Administrative's signature

Date (dd/mm/yyyy)

APPEAL COMMITTEE MEMBER COMPLETE

Successful

Unsuccessful for the following reasons:

1. Committee member's name

Committee member's signature

Date (dd/mm/yyyy)

2. Committee member's name

Committee member's signature

Date (dd/mm/yyyy)

HEADING DENIED CANCELLATION

Was the appeal successful?

Yes

No

Appeal outcome letter sent to student?

Yes

No

Notify Executive Governance Officer - ESOS & GIPA

Yes

No

Comments

Staff name

Staff signature

Date (dd/mm/yyyy)