

Appeals Form



Student Information		
Date	Student Number	
Full Name		
Address		
City	State	Post Code
Home Phone Number () -	Work Phone Number () -	
Mobile	Email	
How do you prefer we contact you? <input type="checkbox"/> home <input type="checkbox"/> work <input type="checkbox"/> mobile <input type="checkbox"/> email		
Appeal Resolution Process		
<p>An Appeal is a request to review a decision or an outcome relating to any aspect of a student's results, condition of enrolment or academic progress.</p> <p>Lodging an appeal with IIBT is free.</p> <p>All appeals are taken seriously and, upon receipt of this form, the appeal details will immediately be placed on the IIBT Academic Appeals Register.</p> <p>Your appeal needs to be lodged within 10 working days of the decision or outcome.</p> <p>The appointed IIBT staff member will fully investigate your appeal and will provide a response to you within 10 working days of the receipt of the appeal.</p> <p>During the Appeals Resolution Process your enrolment is NOT at risk.</p> <p>If an appointment to discuss an appeal is made with an IIBT staff member, failure to turn up without notifying IIBT will result in forfeiting of the appeal.</p> <p>Students are able to seek advice during the appeal process from:</p> <p>International Students:</p> <p>Department of Education Services International Education Conciliator:</p> <ul style="list-style-type: none">▪ Level 9, 20 Walters Drive, Osborne Park WA 6017▪ Phone(08) 9441 1900▪ Fax (08) 9441 1901▪ Email: conciliation@des.wa.gov.au		

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Australian Students:

Citizens Advice Bureau of Western Australia

- Phone (08) 9221 5711
- Website: www.cabwa.com.au

If you are not happy with the outcome of your appeal, you are free to lodge an external appeal to:

International Students:

The Overseas Student Ombudsman

- www.ombudsman.gov.au
- Phone: 1300 362 072

Australian Students:

Consumer Protection

- Phone (08) 1300 304 054
- Email: consumer@commerce.wa.gov.au

Nature of appeal: include details such as course, unit etc

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Evidence

Outcome

The information given in this appeal is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

IIBT Use Only:

Date Received: _____

Date logged on Appeals Register: _____

Date of Student Interview _____

Date Resolved: _____ Date Student Advised: _____