

### Eynesbury College Stage 3 Appeal Form

Refer to the **Student Grievances and Appeals Policy, Procedure and flow chart**, available from the Eynesbury College website at: <https://www.eynesbury.navitas.com/policies>

<b>Student Name</b>			
<b>Student ID</b>		<b>Date appeal submitted</b>	/ /
<b>Program (circle)</b>	<b>ELICOS</b>	<b>FSP</b>	<b>Diploma</b>
			<b>Senior Secondary</b>
<b>Study Period appeal is for</b>			

<b>What are you appealing? (please tick)</b>			
	<b>Attendance</b>		<b>Load reduction</b>
	<b>Exam Breach</b>		<b>Leave of Absence</b>
	<b>Assessment outcome or exam</b>		<b>Withdrawal</b>
	<b>Academic Integrity</b>		<b>Transfer / Release</b>
	<b>Academic Standing (level):</b>		<b>Refund / Financial / FEE-HELP</b>
	<b>Misconduct</b>		<b>Other (please specify):</b>

<b>Why are you appealing at Stage 3? (please tick)</b>	
	I have more evidence
	I don't think the process was carried out in accordance with the related policy or procedure. <b>State Why:</b>
	I want to present my appeal in person to the Grievances and Appeals Committee

**Attach to this form:**

- Written explanation (letter) in your own words describing your appeal or grievance.
- Provide any information you feel may be helpful, including names and dates.
- Include copies of any material / supporting documents that may support your appeal (tick below)

<b>Tick the additional evidence you have provided for Stage 3 (please tick)</b>	
	<b>Medical Certificate/s</b>
	<b>Offer from New Provider (transfer only)</b>
	<b>Other</b>

<b>Declaration (tick)</b>	<b>Student signature</b>	<b>Date</b>
	I have read the policy related to my appeal	

***If you want to understand the policy you are appealing in more detail see Academic Directorate staff***

Submit the completed form to the Student Services office in person, or via email: [studentservices@eynesbury.sa.edu.au](mailto:studentservices@eynesbury.sa.edu.au)

## WRITING AN APPEAL LETTER

Read the letter sent to you by Eynesbury very carefully.

If you are appealing a Notice of Intention to Report, look at your academic and attendance record. The Appeal letter should explain the **reasons** for your unsatisfactory attendance or academic standing, **the effect** these reasons have on your study and what **actions** you have undertaken to attempt to fix the problems.

### REASONS

Think carefully about the reasons for your absences.

The following examples might help you identify problems you have experienced

Reasons for unsatisfactory attendance

- Poor physical health
- Emotional or mental health problems
- Relationship difficulties
- Family issues
- Difficulties in your accommodation
- Language or study problems
- Disability
- Other

It is important that you provide documentary evidence of your problem/s when possible. Documents provided should be original documents.

Examples of documentary evidence might include:

- Letters from Family members
- Medical certificates from a Doctor, Psychologist or Hospital
- Police Reports
- Emails or letters from Counsellors

### EFFECTS

Clearly explain how each of the reasons have impacted on your study and / or attendance. Each reason must have effected your study in some way.

### SOLUTIONS

You must demonstrate that you have taken steps to solve the problems [reasons] that you have identified as impacting on your study.

- What have you done to resolve each reason?
- How will you limit the impact of the problem on your study in the future?

Include help you have accessed to help you through difficult times– study support, counselling, moving to new accommodation

OFFICE USE ONLY		
<input type="checkbox"/> Noted in Navigate <input type="checkbox"/> Entered in Appeals log	<input type="checkbox"/> Under 18 Notify Parent/Agent <input type="checkbox"/> Notify Sponsorship	
<b>ASO:</b>	<b>Signature:</b>	<b>Date:</b>