

This F-102.4 Appeal Form is for use by students who wish to appeal an assessment decision.

Information to the student

- Before you lodge an appeal please have an initial discussion with your assessor.
- Appeals must be submitted in writing, on this form, and must be made within 14 days of receiving notification of the assessment decision.
- Appeals must be submitted to Compliance via compliance@ash.edu.au
- You will receive acknowledgement of your lodged appeal within three (3) working days of the Compliance having received your appeal.
- You may be asked to provide further information to support your appeal as it is investigated.
- Your appeal will be finalised within 20 days of the acknowledging of your appeal. A formal response in writing will be provided.

Section A – Student details			
First Name		Surname	
Student ID		Date of Birth	
Phone		Mobile	
Email Address			
Postal Address			
Suburb		State	Post Code
Section B – Course details			
Qualification Code		Qualification Name	
Please list the unit/s of competency this appeal relates to below.			
Unit Code		Unit Name	
Unit Code		Unit Name	
Unit Code		Unit Name	
Section C – Assessment Details			
Please list the assessment tasks that the appeal relates to below.			
Assessment Task		Details	
Assessment Task		Details	
Assessment Task		Details	

Section D – Appeal details	
Have you previously tried to resolve this matter with the appropriate assessor prior to lodging this appeal?	Yes / No (Please circle)
If yes, what was the assessor's name?	
Have you reported your issue with any other person/organisation?	Yes / No (Please circle)
If yes, to who did you report this issue to?	
Name	Organisation
Have you previously appealed an assessment decision while studying at the RTO?	Yes / No (Please circle)
If yes, what was the outcome?	
<p>Appeal Summary. Please summarise the events which have resulted in you lodging this appeal. If necessary, attach an extra page to provide additional information. Any supporting documentation should also be provided. (please provide copies only, originals will not be returned)</p>	
<p>Attach any supporting documentation and list it here:</p>	
Section D – Privacy statement and student declaration	
<p>Personal information collected by the RTO is protected by the Privacy Act 1988. 'Personal information' is any information that can be used to identify you. The RTO will only use the information provided on this form to resolve your appeal. The RTO may provide the information to other parties within the organisation that may have relevant information to your appeal so that it can be managed fairly. No personal information will be disclosed to any person or party outside The RTO without your permission, unless required so by law.</p>	
<p>Student Declaration (To be completed by the parent/guardian if student is under 18 years of age)</p> <p>By signing this declaration, I <insert name> _____ verify that:</p> <ol style="list-style-type: none"> The above information is true and accurate, and I have not provided false or misleading information; and I understand and accept the privacy statement above. 	
Student Signature (or parent/guardian if student is under 18 years of age)	Date

OFFICE USE: This F-102.4 Appeal Form is to be appended to the Student Record in aXcelerate and all notes re this appeal.