

Appeal Form

This form is to be used if you wish you appeal the result you received in an Assessment Task or any other decision made by a VACCHO staff member - this MUST be completed and lodged within 5 business days of receiving VACCHO's decision.

If you wish to appeal an assessment outcome, you are encouraged to first discuss your concerns with your Program Coordinator. If you are still not happy with the outcome you can proceed with the Appeals process by completing this Form.

A fair and impartial appeals process is available to all students. This process is outlined in your Student Handbook and in the Complaints and Appeals Policy and Procedure. All appeals are recorded in writing and the result of the appeal process will also be sent to you in writing, including reasons for VACCHO's decision within 14 business days.

Student Details

Name	Click or tap here to enter text.	Student Number	Click or tap here to enter text.
-------------	----------------------------------	-----------------------	----------------------------------

Email	Click or tap here to enter text.	Mobile	Click or tap here to enter text.
--------------	----------------------------------	---------------	----------------------------------

Assessment Details *(if applicable)*

Unit Name	Click or tap here to enter text.	Unit Code	Click or tap here to enter text.
------------------	----------------------------------	------------------	----------------------------------

Course Name	Click or tap here to enter text.	Course Code	Click or tap here to enter text.
--------------------	----------------------------------	--------------------	----------------------------------



Grounds for Appeal

Please explain why you think the decision was unfair. You can attach a separate sheet and other attachments.

Click or tap here to enter text.

Student Declaration

I declare that the information I have given on this application is correct. I understand that any re-graded marks resulting from this appeal (where relevant) will be reflected on my student record as the final result for this assessment.

**Student
Signature**

Click or tap here to enter text.

Date

Click or tap here to enter text.

Doc #:	061	Doc Owner:	RTO Compliance Coordinator	
Version:	4	Review:	31/01/2023	RTO:20739
Uncontrolled document once printed. Please refer to LOGIQC for latest version of this document				

