



APPLICATION FOR LATE ACADEMIC APPEAL

INSTRUCTIONS

In accordance with Clause 10 of the [Academic Appeal Procedures](#), late appeals (*more than 20 working days after the decision was made*) are considered at the discretion of the Chair of the Committee. For this to be considered, students must provide documented extenuating circumstances that prevented them from being able to submit their application on time. Students must prove their claim for extenuating circumstances by providing appropriate independent supporting documentation.

The definition of extenuating circumstances is outlined at Clause 3 of the [Academic Appeal Procedures](#) and states that these are defined as circumstances beyond a person's control (i.e. the person is not responsible, directly or indirectly, for the situation). The events or circumstances must be unusual, uncommon or abnormal.

When making a late appeal, students must include a statement that explains why the appeal is late and address the extenuating circumstances that prevented an on-time application. Independent documentation that supports the claims of extenuating circumstances must be provided.

The extenuating circumstances will be considered by the Chair to determine if the Chair will review the appeal or not. If you don't meet the requirements for a late appeal, the Chair will not review the appeal.

Students making a late application must also complete the 'Application for Appeal Under the Academic Appeals Procedures' form and provide all supporting documentation.

PART A: PERSONAL DETAILS

Full Name:	
Student ID:	
Program code & name:	
Date of the <i>Decision</i> you are appealing:	
Date of submission of late appeal:	

PART B: Reason for late appeal

In the section below provide details of why you are submitting an appeal outside of the specified timeframe. You should explain what the extenuating circumstances were, explaining how these were beyond your control and the length of time that these took place. Be clear and succinct in your description of the events whilst providing as much relevant detail as possible. A description of extenuating circumstances can be found in the [Academic Appeal Procedures](#).

PART C: Supporting Evidence

Provide a description and details of the evidence included for your late appeal below: *(please note, do not describe documents that you are providing for your appeal)*

STUDENT SUPPORT

The Welfare Service can provide free and confidential assistance to navigate university processes including appeals. Contact the Welfare Service via [WesternNow](#) or 1300 668 370 (option 5) to book an appointment.

If you identify as Aboriginal or Torres Strait Islander, please contact Badanami Centre for Indigenous Education on 1300 897 669 or visit the Badanami website at the following link: [Badanami Student Services](#).

A range of [Wellbeing Resources](#) are available for students and the University's [Counselling](#) service can provide free and confidential support to help you navigate and overcome any barriers that may be impacting your study.

SUBMISSION CHECKLIST

☐	I have read and understood the requirements of a late academic appeal as outlined in the <i>Academic Appeals Procedures</i>
☐	I have completed all of the form sections for my late appeal
☐	The information I have provided in this application is true and correct and I have included all evidence and supporting documents available to me

Please submit the following to StudentSenateAppeals@westernsydney.edu.au:

- Your 'Application for Late Academic Appeal' Form
- Your supporting documentation demonstrating extenuating circumstances that prevented an on time appeal application – ensure this document is clearly named/labeled as being in support of your late application
- Your 'Application for Appeal Under the Academic Appeals Procedures' form
- Supporting documentation for your appeal – ensure these documents are clearly named in support of your appeal
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Please ensure that all attachments are appropriately named and dated to prevent a delay in the examination of your appeal.

The anticipated timeframe for the finalisation of appeals is a minimum of four (4) to six (6) weeks from the date of submission to the Office of Governance Services. Please monitor your student email for updates on progress.