



INTERNAL APPEAL FORM - UNSATISFACTORY ATTENDANCE

Please complete and return via email.

This form is to be used if a College student wishes to appeal the decision to certify unsatisfactory attendance and report it to the Government.

All documentary evidence supporting the appeal must be submitted with this application. This appeal must be lodged to within 20 working days of the date specified on the notification letter. Your unsatisfactory attendance will be reported to Immigration if you do not lodge an appeal within the 20 working day period.

Ensure you have read the University's Complaints and Appeals Process (westernsydney.edu.au/complaints/complaints_management_and_resolution).

1 - PERSONAL DETAILS	
Family Name	
Given Name	
Student ID Number	
Course Name	
Phone Number	
2 - REASON WHY APPEAL IS BEING LODGED	
2 REASON WITT AIT EAR IS DEING EDUCED	
3 - SUPPORTING DOCUMENTATION	
Is there documentary evidence attached to this application?	
Note: Only certified copies of documents should be submitted.	
4 - STUDENT DECLARATION AND SIGNATURE	
While my appeal is being processed I must attend all classes.	
I understand that I will be notified of the outcome of the appeal via email within 10 working days of lodgment.	
I certify that the information given above is true and complete to the best of my knowledge.	
I am aware that it is my responsibility to provide all necessary documentation to support my application.	
I have read and understand the above conditions and accept them fully.	
Student Name	
Student's signature Date (dd/mm/yyyy)

In providing my personal information to Western Sydney University The College, I understand that, other than as authorised by law, The College will only use this information for the purposes for which it is being collected in accordance with The College's functions and activities associated with my enrolment. In some instances, The College may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal), an affiliated entity of The College, or to third parties for the purposes of recovering unpaid Western Sydney University The College fees or other debts owed to The College, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and Western Sydney University The College's policies.

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OFFICE USE ONLY

5 - ADMINISTRATIVE OFFICER					
The attendance has been recalculated and the attendance is		%.			
Comments					
Administrative name					
Administrative's signature					Date (dd/mm/yyyy)
6 - APPEAL OUTCOME (TWO APPEAL COMMITTEE M	IEMBERS	то с	OMPLETE)	
□ Successful					
☐ Unsuccessful for the following reasons:					
1. Committee member's name					
Committee member's signature					Date (dd/mm/yyyy)
2. Committee member's name					
Committee member's signature					Date (dd/mm/yyyy)
7 - THE COLLEGE STUDENT SUCCESS TEAM					
Was the appeal successful?		Yes		No	
Appeal outcome letter sent to student?		Yes		No	
Notify Executive Governance Officer - ESOS & GIPA		Yes		No	
Comments					
Staff name					
Staff signature					Date (dd/mm/yyyy)