

Section 1: Instructions

1. This form is to be filled out by the student and submitted via email (appeals@cic.vic.edu.au) or in person at CIC Reception on Level 4, 108 Lonsdale Street, Melbourne.
2. Students are to complete this form to lodge an **appeal**. Appeals may be made in response to **CIC's decisions** related to teaching and learning, services and operations.
3. Students are advised to **include all relevant documentation to support your appeal**, including, but not limited to; Medical Certificate, Death Certificate/Notice, Police Reports, Review of Results Outcome, Statutory Declaration, Official Documentation from Emergency Services, Photographs etc.
4. Any incomplete/ incorrect forms may be returned for completion and will cause delays in processing.
5. **If this appeal relates to marks or results for any type of assessment OR task, students must FIRST apply for a Review of Results. The review outcome must be attached to the appeal.**
6. **It is the responsibility of the student to supply ALL available evidence and documents to prove their appeal explanation at the time of lodging this form.**

Office Use Only	
Date Received	/ /
Student ID	s
Received by	

Please PRINT NAME

Section 2: Student Information

Student Name: _____ Student ID: _____
 Student Email: _____ Student Mobile: _____

Section 3: What decision or outcome are you appealing against?

1. Students are required to provide further information and evidence in Sections 4 & 5 of this form

Section 3A: Academic Appeal

Unit Code or Course:

You were not allowed to submit/attempt:

- Quiz
 Mid Term
 Final Exam
 Supplementary Exam
 Assignment
 Your late or partially completed assessment, task or assignment was not accepted
 Your Special Consideration application was not approved
 You had a penalty of marks due to academic misconduct
 Stage 4 Academic Progress
 Other (please state the reason for this **academic** appeal)
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Section 3B: Non-academic Appeal

- Your fee refund request was not approved
 Your release application was not granted
 Your pre-commencement deferral request was not granted
 Your suspension of studies application was denied
 Your application for admission to a course of study was unsuccessful
 Your enrolment was cancelled under Census Date condition
 Other (please state the reason for this **non-academic** appeal)
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Section 4: Please explain the nature of the appeal and circumstances

Large empty box for explaining the nature of the appeal and circumstances.

Section 5: Please tick your provided documents – You MUST attach them to this application

<input type="checkbox"/> Medical Certificate	<input type="checkbox"/> Receipt of fees paid	<input type="checkbox"/> Review of Results Outcome
<input type="checkbox"/> Statutory Declaration	<input type="checkbox"/> Other (please specify):	

Student signature: _____ Date: ____ / ____ / ____

This form aligns with CIC Higher Education (CIC) Student Complaints and Appeals Policy and Procedure.
Please refer to the policies and/or procedure on the CIC website www.cic.vic.edu.au for more information