

Internal Appeal Form

Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.

Title: Mr / Ms / Miss / Mrs	Student Name:
Student Number:	Phone:
Course Title:	Email:
Date:	
Postal Address:	
I hereby appeal to Training Masters against their:	
<input type="checkbox"/> Decision to not approve my Deferment, Suspension of Studies or Cancellation request <input type="checkbox"/> Decision to not approve my Request to Transfer Providers <input type="checkbox"/> Intention to report me to DHA for Unsatisfactory Attendance <input type="checkbox"/> Intention to report me to DHA for Unsatisfactory Course Progress <input type="checkbox"/> Intention to report me to DHA for Misconduct <input type="checkbox"/> Intention to report me to DHA for Non-payment of Fees <input type="checkbox"/> Decision relating to an Academic Result Other (Please Specify) <hr/> <hr/> <hr/> <hr/>	
Grounds for Appeal (Please indicate on which ground/s you wish to appeal)	
<input type="checkbox"/> New evidence, being evidence not reasonably available to TM at the time of the original decision; and/or <input type="checkbox"/> Procedural irregularity <input type="checkbox"/> Other (Compassionate or Compelling Circumstances)	
Summary of your grounds for appeal	
(Please attach additional sheets if required along with all supporting documentation)	
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<p>Note: You must appeal within 20 working days from the date of TM's decision. During this time and while the appeal is being considered, you must attend all classes.</p>		
<p>Student Declaration: The above information provided by me is accurate, true and correct.</p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Student Signature:</td> <td style="width: 30%;">Date:</td> </tr> </table>	Student Signature:	Date:
Student Signature:	Date:	

Office use only.			
Application Received By	Name:	Signature:	Date:
Action Taken By	Name:	Signature:	Date:
<p>Application Approved OR Rejected (Please Circle)</p> <p>Comments (If there is insufficient space, attach additional sheets).</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			