Sydney College of Professional Education Pty Ltd | ABN: 78648109040
RTO Code: 46019 | CRICOS Code 04135H
Address: Level 1, 133 Parramatta Road, Granville, NSW 2142
Tel: 0278060845 | Email: info@scpe.edu.au
Website: www.SCPE.edu.au

STUDENT APPEAL FORM

Complete this form to lodge a formal appeal regarding a decision made by Sydney College of Professional Education (SCPE). Return to the Student Administration Officer within 20 working days of the decision.

Name:	**Student ID no:**
Email:	Phone:
Course:	
Date of Appeal	

Nature of Decision Being Appealed (e.g., assessment result, misconduct outcome, enrolment):	
Date of Original Decision:	
Decision Maker:	
Reason for Appeal Provide a detailed explanation including why you believe the decision was incorrect or unfair.	
Supporting Evidence Attached:	□ Yes □ No
Details of Evidence:	

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Desired Outcome of Resolution Sought:	
Student Signature:	
Date:	

Office Use Only			
Receiving staff member Date			
Appeal Outcome	☐ Successful ☐ Unsuccessful		
Detail action taken:			
Date student advised of outcome:			
Continuous Improvement Form (CIF) raised: ☐ Yes ☐ No		Date CIF raised:	
CIF raised by:			
Signed:		Date:	
CIF received by the Administration Manager ☐ Yes ☐ No		Allocated CIF no:	
Signature of the CEO:		Date:	