



STUDENT APPEAL FORM

This form is for students who wish to appeal a formal decision made on the following:

- 1. Formal complaint
- 2. Special circumstances
- 3. Academic misconduct
- 4. Grade and progress

STUDENT DETAILS

First Name:	Last Name:
Student ID:	Current Course:
Starting Date:	

TYPE OF APPEAL

Course progress

Decision on special circumstances

Formal complaint

□ Assessment

Quality of course delivered

Other (please specify):

DETAILS OF APPEAL

Please provide evidence supporting your complaint and clearly outline how the policies and procedures have not been followed by ihBC.

Evidence provided:

🗌 Email

Record of conversations

Statutory declarations

Other (please attach and justify):

DECLARATION

I declare to the best of my knowledge that the information supplied on this form is true and accurate.

I have read and understand the student complaint and appeal policy.

I have provided all documentation to support my appeal.

Signature:_

Date:

International House Sydney CRICOS Code 02623G RTO 91109

IH Sydney is owned and operated by IH Sydney Training Services Pty Ltd ABN 24 077 578 093 **T** | (+61 2) 9279 0733 **W** | www.ihsydney.com.au www.ihBC.edu.au Sydney City Level 1, 203 Clarence Street, Sydney, NSW 2000 Sydney Bondi Floor 1, 237 Oxford Street, Bondi Junction NSW 2022 Byron Bay 1 Carlyle Street, Byron Bay, NSW 2481 Darwin 3 Searcy Street, Darwin, NT 0800 Melbourne Level 6, 350 Queen Street, Melbourne, VIC 3000 Gold Coast Suite 401, 42 Marine Pde, Southport, QLD 4215