

Appeal Application Form

How to submit a complaint

- Students may submit an appeal of any decision to Holmesglen on this form.
- Holmesglen will assess your application for appeal in accordance with the Appeals Policy (Learners) which is available on our website.

Student details

Last name:

First name:

Email address:

Telephone:

Student ID Number:

I am a: Current student - Local Current student - International Prospective student Former student Apprentice/Trainee Parent/Caregiver

Program details

Program code:

Program name:

Faculty/Department:

Campus:

What is the decision or outcome that you are appealing?

Reviewable Decision: (Please select one of the following)

Admission or enrolment related decision

Credit, advanced standing, exemptions, deferment or intermission (where available)

Assessment decisions

International student enrolment decision (including non payment of fees, unsatisfactory progress and attendance or misconduct)

Withdrawal, exclusion or cancellation of enrolment

Other (please specify below):

Formal or informal Complaint outcome

Discipline/general misconduct outcome (not including academic misconduct)

Academic misconduct outcome

Summary of decision being appealed: (Please attach relevant decision documentation).

Date of notification:

*If your appeal application is being submitted more than 30 days after the notification of a decision, then it may be accepted or not accepted at Holmesglen's discretion and in accordance with the Appeals Policy (Learners).

Please provide reasons for your late application*:

Your appeal

Grounds for Appeal application: (Please select one or more of the following)

There is new evidence that was not available at the time of the decision being made that is now available and that is likely to have impacted the outcome had it been available at the time.

There is evidence that an actual conflict of interest or bias is present with regard to the original decision maker/s.

There is evidence that Holmesglen did not adhere to the relevant policy or that the decision-making process lacked procedural fairness and that this adversely impacted the learner and is likely to have impacted the outcome.

There is evidence that the previous decision is excessive, discriminatory or wrong.

Details about how this appeal satisfies one or more of the grounds for appeal:

Evidence to support the grounds for appeal:

A summary of the outcome you desire: (What you want to achieve by submitting an Appeal Application cannot be guaranteed, but it will be considered)

Your Agreement

In submitting this Appeal application, I agree that:

I have read the Holmesglen Appeals Policy (Learners).

I understand that at the end of this appeals process, all internal Holmesglen processes relating to this matter will have been exhausted and that if I am not satisfied with the outcome of this appeals process, then I must seek external redress.

I understand that the outcome of an appeal may, in some cases, result in a more adverse decision being made (for example, I may receive a lower grade than the one I am appealing after an external marker has remarked my work).

Holmesglen will share details of your complaint and the outcome with internal Holmesglen staff where it is necessary for the investigation or the implementation of any resolution.

Holmesglen may share details of your complaint with a third party (for example Victoria Police, the Commission for Children and Young People, Child Protection or the Department of Homeland Security) where a criminal offence or a child safety issue has been alleged or is discovered during the course of any investigation or where disclosure is required by law.

Where to send your completed Appeal application

By email:
Complaints@holmesglen.edu.au

By mail:
Complaints and Appeals Officer
Holmesglen Institute
PO Box 42, Holmesglen, Victoria 3148

What's next...
You will receive an automated reply to confirm that we have received your complaint by email. If you submit your complaint by mail, you will receive a return letter confirming receipt.

You may be asked to provide further information to support your appeal.

Your appeal will be assessed and you will receive notification of whether it has been accepted or not within ten working days (in most cases).

Signature:

Date: