

# STUDENT APPEALS FORM

## Section 1: Instructions

1. This form is to be filled out by the student and submitted via email, [Appeals](#), or in person at Reception on Level 4, 108 Lonsdale Street, Melbourne.
2. Students are to complete this form to appeal. Appeals may be made in response to **BPP Institute's decisions** related to teaching and learning, services, and operations.
3. Students are advised to **include all relevant documentation to support their 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.

## Section 2: Student Information

Name:

Student ID:

Student Email:

Mobile:

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

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

### Section 3A: Academic Appeal

Course and Unit Code: .....

You were not allowed to submit/attempt:

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

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

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**Section 5: Please tick the documents provided. You MUST attach these to this application.**

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| <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 is aligned with the BPP Institute Student Complaints and Appeals Policy and Procedure. Please refer to the policies and/or procedures on the BPP Institute’s website [BPP Institute](#) for more information.