

# 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 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 DETAILS

Name:
Student ID Number:
Student Email:
Student 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:

- Quiz
- Midterm Exam
- Assignment
- Your late or partially completed assessment, task, or assignment was not accepted
- Your Special Consideration application was not approved
- You had a penalty of marks due to academic misconduct
- Stage 4 Academic Progress
- Other (please state the reason for this **academic** appeal):
- Supplementary Exam
- Final Exam

### SECTION 3B: NON-ACADEMIC APPEAL

- Your fee refund request was not approved
- Your release application was not granted
- Your pre-commencement deferral request was not granted
- Your suspension of studies was denied
- Your application for admission to a course of study was unsuccessful
- Your enrolment was cancelled under the Census Date condition
- Other (please state the reason for this **non-academic** appeal):

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## SECTION 5: SELECT & ATTACH ALL REQUIRED DOCUMENTS

- Medical Certificate
- Receipt of fees paid
- Review of Results Outcome
- Statutory Declaration
- 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.