

**Use this form if you would like to appeal a decision made by Yoobee Colleges about an academic or non-academic decision.**

Please refer to your Student Handbook for more information regarding the parameters for appeals. If the appeal is from a group of students, please identify the primary contact person and their contact details.

Note: Submission of this form does not guarantee that your appeal will be accepted. Yoobee will communicate the outcome and provide support where needed.

Student Name:

Programme:

Email address:

Contact phone number:

## Reason for application

I wish to appeal a decision concerning:

- |   |   |
|---|---|
| <input type="checkbox"/> Reconsideration of a formal student complaint    | <input type="checkbox"/> Reconsideration of an assessment result decision       |
| <input type="checkbox"/> Reconsideration of an academic progress decision | <input type="checkbox"/> Reconsideration of an academic integrity decision      |
|   | <input type="checkbox"/> Reconsideration of a Special Consideration application |

## Description of the appeal

Please provide detailed information in relation to your appeal including what occurred, when and where it occurred and the steps you have taken to resolve the situation.

**Please supply a full explanation of the grounds for your appeal**

**What outcome or result are you seeking?**

### Supporting documents

List any documents that support your appeal and attach them to this form. This should include any response you have already received to your complaint or reconsideration, any correspondence about the decision, and notes from meetings etc.

### Confirmation

The information on this form is collected for the purpose of investigating your appeal. The recipients of the information will be Yoobee Colleges staff and the Yoobee Colleges Appeal Panel. The information may also need to be provided to any person or persons you have identified as potential witnesses.

The ability of Yoobee Colleges to deal with your appeal will be limited if complete and accurate information is not provided.

Please confirm the following statements:

- ☐ I confirm that I have followed the correct procedures to seek to resolve my concerns before submitting this request for an appeal.
- ☐ I have attached a copy of the outcome/response to the decision that I have received.
- ☐ I authorise the Head of Operations or the Board of Studies to release a copy of this form and documents I have supplied to the Yoobee Colleges Appeal Panel and other staff as appropriate.
- ☐ I authorise Yoobee Colleges to proceed with investigating my appeal.
- ☐ I agree to the Yoobee Colleges Appeal Panel contacting staff and/or students to discuss my appeal if the issues need to be referred elsewhere.
- ☐ I confirm that this appeal is made in good faith, is not false, trivial, or frivolous or lacking in substance and does not knowingly contain any accurate, misleading, or exaggerated claims, allegations or content.
- ☐ By submitting this form, I agree to its disclosure as appropriate.

If the appeal is for a group of students, attach a list of the students who wish to be included in this complaint with their details and signatures.

Student Name:

Signature:

Date:

### What to do next:

#### Non-academic appeals

Provide this completed form, along with suitable supporting evidence to the **Head of Operations** **within 10 working days** of receiving the decision of your reconsideration request.

#### Academic appeals

Provide this completed form, along with suitable supporting evidence to the **Board of Studies** **within 10 working days** of receiving the decision of your reconsideration request.