# FR5.3 Appeal Form

This form is to be used if a student wishes to appeal under Open Colleges’ (OC) Complaint & Appeal Policy (PO5.2) against a decision made by OC. Students must ensure they have read and understood the policy in advance of submitting this form, including the grounds for seeking a review of the decision.

Please use Form FR4.1 for appeals against assessment decisions.

Student Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Enrolment Number:** |  | | |
| **Course:** |  | | |
| **Email:** |  | **Phone:** |  |
| **Prior Case No.:** |  |  |  |

**Appeal Details**

Please provide a detailed outline of the grounds for your appeal of a decision made by OC. You should provide any relevant documentation to support your appeal.

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| **Details of appeal** |
|  |
| **Outcome sought** |
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OC will endeavour to investigate and provide an outcome within 20 business days.

**Declaration**

I declare that the information I have provided is correct and complete.

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |

**Please return to the Student Resolutions team via email to** [**complaintappeals@opencolleges.edu.au**](mailto:complaintappeals@opencolleges.edu.au)