SYDNEY POLYTECHNIC INSTITUTE

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Appeal Against Notice of Intention to Cancel Enrolment

Section A: Student Details

Student ID No.:	
Family Name:	Given Name:
Contact No.:	Email Address:

Section B: Type of Appeal

Which type of Cancellation are you appealing against?	√
Non-Payment of Fees	☐
Unsatisfactory Course Progress	☐
Unsatisfactory Attendance	☐
Student Conduct	☐
Other (Please specify)	☐

You have the right to appeal to the institution's decisions to cancel your enrolment. The appeal must be lodged within 20 working days from the date of receiving the notice of the decision regarding the enrolment cancellation, However, you must always refer to the timeline mentioned in the notification sent to you.

Section C: Appeal Statement

Describe in your own words why you believe your enrolment should not be cancelled:
Note: you must attach supporting documentation to support any appeal relating to compassionate and/or compelling grounds. Example: Medical certificate, Air tickets, Police report etc.

List of actions you believe you could take that would assist us in allowing your enrolment to continue:

- ……
- ……
- ……
- ……

List of support that you would like to receive from SPI that you believe would help address the issues related to your enrolment and allow it to continue:

- ……
- ……
- ……
- ……

Section D: Applicant's Declaration

I understand and agree with the following conditions,

- I have read *SPI's Assessment Policy and Procedure, Student Complaints and Grievance Resolution Policy and Procedure,* as well as other related guidelines and I declare that all the information on this form is true and correct and complete in every detail and understand inaccurate information. If otherwise, it could lead to non-acceptance of my application.
- I authorise SPI to obtain further supporting information from my doctor, educational institutions and any other relevant authorities concerning the information I have provided as part of this appeal.
- I acknowledge and agree that SPI would use my information where necessary based on SPI's *Record and Information Management Policy*.

Signature of Student	Date (dd/mm/yyyy)

Office use only

Application Outcome

☐ Approved ☐ Student notified of Decision

☐ Rejected ☐ Student notified of Decision and External Appeal process (if relevant)

Reason and/or Comments:

Assessed by: _____ Signature: Date: