



# NON-ACADEMIC APPEAL FORM

This form is to be used in relation to non-academic matters only and must be used in conjunction with the Student Complaint and Appeal Policy and Non-Academic Appeal Procedure.

MY PERSONAL DETAILS	
<b>Full Name</b>	
<b>Student Number</b>	
<b>Address</b>	
<b>Program</b>	
<b>Student Status</b>	<input type="checkbox"/> Enrolled <input type="checkbox"/> Not Enrolled <input type="checkbox"/> Excluded <input type="checkbox"/> Domestic Student <input type="checkbox"/> International Student

## TYPE OF NON-ACADEMIC APPEAL

Please indicate the type of appeal as set out in the Non-Academic Appeal Procedure

- Proven case of General Misconduct
- Denial of request to transfer providers (International student visa holders)
- Disability support/adjustments
- Other (please specify) \_\_\_\_\_

## GROUND FOR APPEAL

Please indicate the grounds for submitting your appeal

- The appropriate policy was not adhered to or correct procedures were not followed in considering or handling the matter
- The decision was made without due regard to facts, evidence or circumstance
- The decision, where applicable, involves a penalty which was too harsh, exceeding the nature of the offence

**Please provide a brief statement to support your appeal:**

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## CONSULTATION AND INFORMAL RESOLUTION PROCESS

- I confirm that the consultation process has taken place but did not resolve the matter
- I confirm that I have discussed with the original decision maker the reasons why I believe the original decision made is incorrect
- The consultation process has not taken place because:  

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## STUDENT DECLARATION AND SIGNATURE

This Appeal Form, and accompanying documentation, must be submitted to the Secretary of the Non-Academic Appeals Committee by electronic submission to [Non-AcademicAppeals@usq.edu.au](mailto:Non-AcademicAppeals@usq.edu.au)

- I confirm that the relevant fee (if applicable) has been paid and the receipt is attached to this application
- I acknowledge that I have read the Student Complaint and Appeal Policy and the Non-Academic Appeal Procedure and that this appeal is submitted in accordance therewith
- I declare that the information provided in this form is accurate and that I have provided details of the grounds upon which I intend to rely in this appeal

**Student Signature**

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**Date**

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For use by Secretary of the Non-Academic Appeals Committee	Date Received:
The student has completed: <ul style="list-style-type: none"><li><input type="checkbox"/> Student details in full</li><li><input type="checkbox"/> Type of appeal</li><li><input type="checkbox"/> Student Declaration and Signature</li><li><input type="checkbox"/> Consultation and Informal Resolution process</li><li><input type="checkbox"/> Grounds for appeal and provided a statement to support the appeal</li></ul>	
<b>Assessment of Appeal submission by Chair of the Non-Academic Appeals Committee</b> <b>Date:</b>	
The appeal submission has been assessed by the Chair of the Non-Academic Appeals Committee and: <ul style="list-style-type: none"><li><input type="checkbox"/> The Appeal can be heard by the Non-Academic Appeals Committee</li><li><input type="checkbox"/> The Appeal submission will not be proceeded with, on the grounds that:<ul style="list-style-type: none"><li><input type="checkbox"/> The Appeal should be referred for mediation first;</li><li><input type="checkbox"/> There are insufficient grounds for the Appeal; or</li><li><input type="checkbox"/> The Appeal is vexatious or malicious</li></ul></li></ul>	








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