



Student Internal Appeals Form

Note to Students	
Students who wish to lodge an internal appeal against any decision made by the RTO (ACE), fill this form and submit to RTO Manager – ACE.	
Personal Details	
Student Given Name	Surname
Student ID Number	
Course Code	Course Title
Related to Academic	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please tick one of the boxes below)
<input type="checkbox"/> Assessment Submission <input type="checkbox"/> Assessment Outcome <input type="checkbox"/> Course Progress <input type="checkbox"/> Attendance <input type="checkbox"/> Non-Payment of Fees	
Have you attended any intervention strategy meeting?	Intervention Strategy Meeting 1 <input type="checkbox"/> Yes <input type="checkbox"/> No Intervention Strategy Meeting 2 <input type="checkbox"/> Yes <input type="checkbox"/> No
Outcome of Intervention Strategy meetings	<input type="checkbox"/> Successful <input type="checkbox"/> Unsuccessful
Reason for Appeal	
Student Declaration: All the information provided in this form is true and accurate to my best knowledge.	
Student Signature	
Date	

Australian College for Excellence(ACE)

Achieve your goals through excellence
ABN No: 99 625 415 849 RTO No: 45577 CRICOS No: 03823C



Student Internal Appeals Form

Office Use Only	
Received By:	Received Date:
Date of Internal Appeal Convened	
ACE's Staff members who participated the appeals meeting	
Staff Name:	Position:
Staff Name:	Position:
<u>Deliberations / Decisions of the Appeals Meeting</u>	
Signature of the Convener: _____ Date: _____	
<u>Remarks of CEO</u>	
Signature: _____ Date: _____	
<u>Actions taken by Australian College for Excellence (ACE)</u>	
Is the appeal outcome communicated back to the student <input type="checkbox"/> Yes <input type="checkbox"/> No	
RTO Manager Signature:	
Date:	