



Appeals Lodgement Form

Appeals No. _____

SECTION 1 – Personal Details

Name:		Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss
Address:		Post Code:				
Email:		Tel/ Mobile:				

SECTION 2 – Course / Unit/ Module Details

Code/Title:		Date:	/	/	
Assessor:					
Task:					

SECTION 3 – Appellant Declaration

I have read and understood the Kensington International College Appeals Policy and acknowledge that Kensington International College will use an independent assessor to resolve this appeal, and that I will be given the opportunity to present my case formally at an interview. Should the appeal progress to an external arbitrator, I agree to pay the arbitrator fee for this appeal; however, should my appeal be successful I will receive a full refund of this fee.

Signature:		Date:	/	/	
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SECTION 4 – Appeal Details

Please tick the area relating to your grounds for appeal:

<input type="checkbox"/> Incorrect assessment decision	<input type="checkbox"/> Inappropriate assessment task/process
<input type="checkbox"/> Bias of the assessor	<input type="checkbox"/> Faulty, inappropriate or lack of equipment
<input type="checkbox"/> Lack of competence of assessor	<input type="checkbox"/> Inappropriate assessment conditions
<input type="checkbox"/> Incorrect information provided regarding assessment	

Please outline the circumstance/s for your appeal:

Appeal has been discussed with the Assessor:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Appeal has been successfully resolved:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Admin Use Only

<input type="checkbox"/> Appeal Form Received (Admin)	Initial		Date:	/	/
<input type="checkbox"/> Appeal Lodgement recorded (Register)	Initial		Date:	/	/
<input type="checkbox"/> Letter of Acknowledgement sent	Initial		Date:	/	/
<input type="checkbox"/> Appeal Forwarded to RTO Manager	Initial		Date:	/	/

Note: Use "Appeals Progress Form" to record further actions regarding this Appeal