

# APPEAL FORM

## INFORMATION FOR STUDENTS

1. This form is to be completed by a student who is lodging an appeal. The form should be used when seeking a review of a decision made by Kaplan arising from a formal complaint, or to appeal a notice to report for unsatisfactory attendance or unsatisfactory academic progress.
2. This completed form and any supporting documentation must be uploaded to the appeal lodged in Kaplink within ten (10) working days of the student receiving a decision from Kaplan regarding a formal complaint or notice to report.
3. Before this form is submitted, you must ensure you have valid grounds of appeal and sufficient documentary evidence to support your appeal. Failure to provide this information may lead to your appeal being immediately dismissed.
4. Please refer to the Grievances, Complaints and Appeals Handling Policy (at kbs.edu.au) for more information.

**USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.**

## STUDENT DETAILS

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):		Please tick as appropriate <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified	
Family name		Given name(s)	
Date of birth (dd/mm/yyyy)	Student ID		
Telephone (home/mobile)			
E-mail			
Full address			
Suburb		State	
Postcode		Country	

## DETAILS OF EVIDENCE SUPPORTING APPEAL

Provide the following information (attach additional pages if required).

What is the basis for the appeal?

**IMPORTANT: For your appeal to proceed you MUST tick one or more of the 4 boxes below AND you MUST supply relevant evidence in relation to the box(es) you have ticked. Where no boxes are ticked this appeal cannot proceed further and is invalid.**

Please tick the basis on which this appeal is being made:

- ☐ new evidence of a relevant nature has since become available  
☐ the original decision was made without due consideration of relevant facts, evidence or circumstances  
☐ there was bias, prejudice or a conflict of interest by the investigative or hearing body  
☐ some significant policy/procedural irregularity occurred in the investigative or hearing process

## SUPPORTING EVIDENCE

What evidence is being provided to support the basis of the appeal?

☐ Please also tick this box to confirm additional evidence has been attached to justify what has been specified above.

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## ADDITIONAL INFORMATION FOR THE APPEAL COMMITTEE TO CONSIDER:

What outcome is being sought by the appeal?

For appeals specifically in response to a notice to cancel enrolment:

1) Why is it important for you to continue your studies?

2) What will you change to help you succeed in your studies?

3) Did you satisfy the Academic Success Agreement? If not, why not?

## STUDENT DECLARATION

I consent to Kaplan contacting medical practitioners and/or other third parties for the purposes of verifying the contents of this application and confirming the authenticity and/or originating source of the supporting documentation I have submitted, to the extent necessary for Kaplan to assess this application.

Student signature

Date (dd/mm/yyyy)

**Privacy:** Kaplan Business School collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or program(s) of study. We may not be able to process your request if you do not provide all of the information requested on this form. We may disclose personal information about you in accordance with our **Privacy Policy** including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer at [privacy@kaplan.edu.au](mailto:privacy@kaplan.edu.au) for more information.

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