

This form is used to appeal against termination and/or academic status.

Before completing this form you must read the **Appeals Policy** found at <https://www.curtincollege.edu.au/about-curtin-college/policies-procedures/>

Procedure

1. Fill in the details on this form.
2. Submit this form within 20 working days from the date of the notification of academic status or intention to terminate with any supporting evidence via the following:
 - o Lodge at Curtin Singapore Student Connect on Level 4
 - o Scan the form and documents and send them to appeals@curtin.edu.sg
3. Evidence submitted in support of the appeal (e.g. Counsellor Letters, Medical Certificates) must be in English or accompanied by official English translations. Supporting evidence in languages other than English will not be accepted as part of the appeal.
4. You will be notified about the outcome of your appeal via your Student Portal (Axis) email within 10 working days from the date of lodgement.

Student ID:

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Family Name: _____ Given Name/s: _____

Address: _____

I wish to appeal (please tick ONE): Termination Conditional Academic Status

Details of Appeal

Please describe your reasons for the appeal. What steps did you take to improve your academic performance after being placed on Conditional status/before being Terminated? Provide evidence of what you have done, for example, attended workshops or counselling. Provide evidence that contrasts why you will be successful in further study with factors that have contributed to any past failure to make sufficient academic progress.

Please attach a separate A4 written statement with your reasons for appeal.

If you cannot show that you have taken appropriate and adequate steps to resolve or deal with issues affecting your performance, or you have not undertaken specific actions expected or required as a consequence of a previous placement on Conditional status, this will be taken into account when assessing your appeal.

Declaration: *I understand that if I re-enrol before receiving notification of the termination and pending an appeal against Termination, and if this is unsuccessful I will be withdrawn from the course and my Student's Pass will be cancelled.*

Student Signature: _____

Date: _____

Office Use Only

Form ID: QTDF0027

| | | |
|---|---|-------------|
| <input type="checkbox"/> Appeal Successful | | |
| Conditions of Appeal being upheld | | |
| | Student is allowed to re-enrol in the same course. | |
| | Student is allowed to continue studies at Curtin College, but must change course to: | |
| | Reduce Study Load to: | |
| | Conditions of Enrolment: | |
| | | |
| | | |
| | | |
| <input type="checkbox"/> Appeal Unsuccessful | | |
| | Circumstances described are not sufficiently compelling to uphold the appeal. | |
| | Insufficient commitment demonstrated to deal with the issues affecting performance. | |
| | Insufficient evidence demonstrating that the student will be successful if allowed to re-enrol. | |
| | Insufficient evidence was provided to uphold the appeal. | |
| | Other: | |
| | | |
| | | |
| Appeals and Complaints Committee | | |
| Position | Signature | Date |
| | | |
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|---|--------------|----------------|
| Academic Services | Date: | Initial |
| Appeal Lodged: Remove enrolment block for current study period; notify student to re-enrol. | | |
| Student notified of Outcome of Appeal via student portal/letter. | | |
| Appeal deadline changed (allow 10 working days from Appeal outcome). | | |
| Academic status and study load changed on SMS (if successful appeal) and notify student of new academic status via student portal/letter. | | |