



advance business specialists

BUILDING BETTER BUSINESSES

Appeal Notification Form

This form must be lodged within 30 days of receiving assessment notification or relevant issue being determined. You must outline the grounds for our appeal, and attach supporting documentation (original documents or certified copies only) as evidence.

Date lodged:

Student Details:

Student no:

Date of birth: (dd/mm/yy)

First name:

Family name:

Address:

Home phone:

Mobile:

Email:

Course:

Course location:

Course start date:

Course completion date:

Appeals details (including basis for the appeal, related evidence, steps already taken to resolve the issue and actions that may need to be taken)

Evidence attached

No evidence attached

- **For more information about ABS's Appeals Policy & Procedure for student/clients** visit www.absnetwork.com.au select 'Policies and Procedures'
- **Lodging an appeal? Mail to:** Advance Business Specialists, Attention Operations Manager, PO Box 4051, Victoria Park WA 6979 or **in person to:** Suite 10, 87 Canning Hwy, Victoria Park WA 6100 (rear Southgate Shopping Centre)
- **Do I still attend classes?** Whilst your appeal is being heard you must remain enrolled at ABS and attend classes/continue with studies.
- The information provided to ABS in this Appeal of Assessment will only be used to process this appeal. Only authorised personnel will have access to this appeal. No further access will be provided to any other organisation or persons without your consent or, unless authorised or required by law, in accordance with the Privacy Act 1988.

Appeal committee review comments (office use only)

Please provide details of the Appeal Committee's decision including reasons and relevant legislation to support decision

Name: _____ Position: _____ Date: _____

Name: _____ Position: _____ Date: _____

Name: _____ Position: _____ Date: _____

Administration Use Only

- 1 Notification of Appeal Outcome letter mailed to student and student file updated
- 2 Date: _____
- 3 Student Management System (SMS) updated
- 4 Date: _____