

# APPLICATION TO APPEAL AGAINST SUSPENSION OR EXCLUSION

If you have been Suspended or Excluded from your studies as a result of your poor academic standing and wish to appeal, then you should use this form. Information regarding Academic Standing and how to appeal is outlined [here](#).

## **BEFORE YOU LODGE YOUR APPLICATION:**

- Complete all required details on this application form
- Sign the Declaration overleaf: you must read the Declaration before signing
- Complete a typed Supporting Statement, outlining the grounds for your appeal. For a guide on how to format your statement, you should refer to the [Letter Structure](#)
- Compile any relevant supporting documentation from a specialist doctor, counsellor, Minister of Religion, or independent third part. Refer to 'Supporting Documentation' [here](#). All documentation must be original and be in English - you must not submit photocopies.
- Merge your appeal and all supporting documentation via into one document and email to [academic.standing@unsw.edu.au](mailto:academic.standing@unsw.edu.au)
- **You must lodge your appeal no later than the deadline advised in your letter of notification of Suspension or Exclusion, otherwise there is no guarantee that your appeal will be considered.**

**IMPORTANT:** As this is your one opportunity to appeal to the Committee for readmission to your program, it is very important that you provide all relevant information and supporting documentation at the time that you submit your appeal. You should contact our office if you are going to have difficulty gathering supporting documentation and information by the appeal deadline.

## **AFTER YOU LODGE YOUR APPLICATION**

- You will be notified of the outcome of your appeal approximately two weeks after the appeal submission deadline stated in your Academic Standing letter.
- Notification of the outcome of your appeal will be sent to your student and personal email addresses.
- If you are undertaking Summer Term courses, you should be aware that successful completion of these courses will not be considered by the Re-Enrolment Appeal Committee and will have no bearing on the outcome of your appeal.
- You should note that the Committee will seek advice and recommendations from your Program Authority regarding the content of your appeal, including your supporting documentation. This is applicable to all students who lodge an appeal, and is especially relevant to those students enrolled in program 3706.
- **The Committee's decision is final; there is no opportunity to re-appeal or provide additional information once a decision is made**

## **ATTENTION STUDENT VISA HOLDERS**

Under Commonwealth legislation, the University is obliged to report student visa holders who have been Suspended or Excluded under Academic Standing procedures to the Department of Home Affairs following the finalisation of the appeal process

## **PRIVACY**

Personal information collected on the application form or supplied by you to UNSW is treated in the strictest confidence in accordance with relevant privacy legislation and guidelines. The information collected is used primarily for the purpose of assisting the University to make an informed decision on your case.

## **SUPPORT AND ADVICE**

The University offers support to students to assist them to evaluate their position. There are a number of [Student Support Advisors](#) available who can advise you and provide personal support through the process. You can book an appointment with a Student Support Advisors [here](#). If you are an International Student Visa Holder you may contact an International Student Advisor [here](#).

***If you require further information, please email [academic.standing@unsw.edu.au](mailto:academic.standing@unsw.edu.au)***

## PERSONAL DETAILS

<b>Family Name:</b>	
<b>Given Name/s:</b>	
<b>Student ID:</b>	<b>Student Visa Holder:</b>
<b>Date of Birth:</b>	<b>Mobile Phone Number:</b>
<b>Personal Email Address:</b>	

### **Grounds on which appeal is based (please tick):**

*My performance was adversely affected by illness or other circumstances that I was, for good reason, unable to make known to the University via the appropriate Special Consideration procedures.*

*The University did not act in accordance with the relevant Regulations and/or Procedures in the assessment process and there is evidence of material irregularity or administrative error*

## OUTSTANDING APPLICATIONS

**Have you submitted an application for Fee Remission for the current Term?**

*If yes, please list course/s*

**Have you submitted an application for Review of Results for the current Term?**

*If yes, please list course/s*

**Are you sitting a Supplementary Exam for the current Term?**

*If yes, please list course/s and date/s of exam*

## DECLARATION

*I have read and understood the guidelines and advice on this application form. I certify that all information, including supporting documentation and certificates, are correct. I hereby authorise the University to contact the professional authority concerned for the purpose of verifying any information he or she supplied. I acknowledge that the University will, where appropriate, advise the relevant Commonwealth government authority of the outcome of this application. In signing this form, I understand that the details are protected by the Privacy and Personal Information Protection Act 1998 (NSW).*

**Application forms not signed by the student will not be accepted.**

**Student Signature:**

**Date**

