

Academic Appeals Lodgement Form		Appeals No.									
<b>SECTION 1 – Personal Details</b>											
<b>Name:</b>		<b>Title:</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss								
<b>Address:</b>		<b>Post Code:</b>									
<b>Email:</b>		<b>Tel/ Mobile:</b>									
<b>SECTION 2 – Course / Unit/ Module Details</b>											
<b>Course Title:</b>		<b>Submission Date:</b>	/ /								
<b>Unit Title:</b>											
<b>Assessor:</b>											
<b>Assessment Task Name:</b>											
<b>SECTION 3 – Appellant Declaration</b>											
<p>I have read and understood the Pal Education Appeals Policy and acknowledge that Pal Education will use a different 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 regardless the appeal is successful or not.</p>											
<b>Signature:</b>		<b>Date:</b>	/ /								
<b>SECTION 4 – Appeal Details</b>											
Please tick the area relating to your grounds for appeal:											
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Incorrect assessment decision  <input type="checkbox"/> Bias of the assessor  <input type="checkbox"/> Lack of competence of assessor  <input type="checkbox"/> Incorrect information provided regarding assessment               </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Inappropriate assessment task/process  <input type="checkbox"/> Faulty, inappropriate or lack of equipment  <input type="checkbox"/> Inappropriate assessment conditions               </td> </tr> </table>				<input type="checkbox"/> Incorrect assessment decision <input type="checkbox"/> Bias of the assessor <input type="checkbox"/> Lack of competence of assessor <input type="checkbox"/> Incorrect information provided regarding assessment	<input type="checkbox"/> Inappropriate assessment task/process <input type="checkbox"/> Faulty, inappropriate or lack of equipment <input type="checkbox"/> Inappropriate assessment conditions						
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Please outline the situation for your appeal:											
<table style="width: 100%; border: none;"> <tr> <td style="width: 35%;">Appeal discussed with the Assessor:</td> <td style="width: 15%;"><input type="checkbox"/> YES</td> <td style="width: 15%;"><input type="checkbox"/> NO</td> <td style="width: 35%;"></td> </tr> <tr> <td>Appeal has been successfully resolved:</td> <td><input type="checkbox"/> YES</td> <td><input type="checkbox"/> NO</td> <td></td> </tr> </table>				Appeal 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	
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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**

Note: CEO of Pal Education provides full authority to RTO Manager to deal with all matters relevant with compliance and RTO management.