



Student Appeal for Intention to Report

Date:		Student ID:	
Student Name:			
Course Enrolled:	Please Write the Course that you are enrolled in:		

STUDENT Complaint/Appeal: attach any relevant supporting evidence or document(s):

I am writing this form in hopes that CIBT reconsiders its intention to report me for Unsatisfactory Course Progress. I have provided evidence to show that there were compassionate and compelling circumstances. *(Please write details of grounds for your appeal below)*

Supporting evidence provided:

- ☐ Medical
- ☐ Legal
- ☐ Other

Student Declaration:

- ☐ The above information is true and accurate.
- ☐ I have provided supporting documents.
- ☐ I have been advised of the course progress policy.
- ☐ I have been advised of appeals policy and process.
- ☐ I understand if the agreed action plan is not met, this will result in an unsuccessful outcome.

Signed by Student:

Date:

Office Use Only: Outcome of discussion and any Follow-Up Required / STAFF Comments and Action taken or to be taken (attach any supporting evidence):



Outcome of Appeal:

☐ **Appeal was successful.** CIBT is satisfied that there were compassionate and compelling reasons for the Student's Unsatisfactory Course Progress; he/she has provided sufficient evidence to demonstrate that.

☐ **Appeal was unsuccessful.** Student failed to provide sufficient evidence to demonstrate that there were compassionate and compelling reasons for Unsatisfactory Course Progress.

Plan of Action:

☐ Student MUST Attend all classes (15 hours per week face-to-face and participate in 5 hours of online activities every week) regularly from now on and provide valid evidence for any absences.

☐ Student MUST complete all outstanding assessments (complete reassessment strategy):

Unit of competency for reassessment and due dates allocated:

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Additional Notes

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☐ Student MUST undertake additional work or classes with the trainer/assessor (If required).

☐ Student's Course Progress will be monitored over the next study period and if no improvement, intention to report letter will be sent again and will be reported.

Include follow up information on monitoring, assessment arrangements & any other additional information.

UNSUCCESSFUL APPEAL

Student was advised of unsuccessful appeal outcome in writing.

YES/NO

Uploaded on RTO Manager

YES/NO

Signed by CIBT Staff:

Date:



This appeal will be managed pursuant to the CIBT Appeals Procedure.

Reference copy of the APPEALS PROCEDURE:

1. Within Twenty (20) working days of receiving the '*Final Warning of CIBT's Intention to Report for Unsatisfactory Course Progress*' you are required to make an Appeal using the Form attached. You must make an appointment with the Compliance Manager and/or the Academic Manager to discuss your appeal (with a nominated representative if you wish).
2. Submit the completed *Student Appeal for Intention to Report Form* to The Compliance Manager/Academic Manager or send by mail to: The Compliance Manager, Crown Institute of Business and Technology, Level 11, 307 Pitt Street, Sydney NSW 2000.
3. The Compliance Manager and/or the Academic Manager will review your completed *Student Appeal for Intention to Report Form*.
4. The outcome of your appeal will be recorded on the *Student Appeal for Intention to Report Form* and signed-off by the Compliance Manager and/or Academic Manager as well as yourself, and you will be given a copy.
5. If you are unhappy with the outcome of the appeal, you can ask for your appeal to be reviewed by the Chief Executive Officer (CEO) of Crown Institute of Business and Technology on the grounds that:
 - a) You feel your Academic Progress was not appropriately assessed.
 - b) Compassionate or compelling circumstances, outlined in your appeal were not appropriately taken into account.
 - c) You have new evidence not previously available at the time CIBT sent/completed:
 - i) a Final Notice of Intention to Report you to DHA or
 - ii) another notification/warning or
 - iii) issued academic results or
 - iv) made any other determination.
6. The outcome of your appeal will then be given to you in writing and a copy retained in your student file.
7. If you are still dissatisfied with the final outcome of your appeal, you have external avenues of appeal against the decision(s) made. These will be explained to you by the CEO in your meeting.
8. Students can appeal to external appeal body, Commonwealth Ombudsman if they are unsatisfied with CIBT's decision. Please visit <https://www.ombudsman.gov.au/How-we-can-help/overseas-students> for details of external appeal process. Please note students are still CIBT student until case is finalized with Commonwealth Ombudsman.