

ACADEMIC APPEAL FORM



WHITEHOUSE
INTERNATIONAL
COLLEGE
RTO 45927 | CRICOS 04067D

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Address: 1/150 King Street,
Newcastle, 2300, NSW

Please email this completed form to: Admin@whitehousecollege.edu.au

*Please complete this form if you wish to formally appeal the result of any assessment.
Ensure you have read the student handbook policy for appeals **before submitting**- Students must begin by discussing their result with their trainer and then if they still believe that there are grounds for appeal this form is used to escalate the matter*

*The management team at Whitehouse will aim to respond to an appeal within 10 days of receipt of your appeal – **However this could be extended if the college is not in session.***

OFFICE USE ONLY	
CASE #	

Student's Name		Student ID	
Qualification (code and title)			
Phone			
Email			
Trainer's Name			
Assessor's Name (if different)			
Details of the Assessment			
Unit Code(s)	Unit Title(s)	Unit Title(s)	Assessment Date
Which elements would you like to have reviewed?	<input type="checkbox"/> Theory Questions <input type="checkbox"/> Practical tasks or demonstrations		<input type="checkbox"/> Project work <input type="checkbox"/> Entire assessment
Assessment decision	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory		<input type="checkbox"/> Competent <input type="checkbox"/> Not yet competent

Reasons for appeal

Detail your grounds for the appeal (e.g. describe the alleged fault in the process, or other reasons, briefly but as clearly as possible). Attach additional page(s) if necessary.

- I understand that I have the right to appeal my result in accordance with the student handbook
- I have taken the steps to speak with staff about my result before lodging this appeal
- I understand and accept that an appeal may be rejected if plagiarism was detected
- I understand and accept that I have the right to a support person throughout this proceeding and to consult any governing body or industry expert to provide an impartial opinion on the outcome

Student's Signature**Date**