

# Appeals Lodgement Form



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<b>Appeals No.</b>			
<b>1. Personal Details</b>			
Name:		Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Address:		Post Code:	
		Tel/ Mobile:	
Email:			
<b>2. Course / Unit/ Module Details</b>			
Code/Title:		Date:	/ /
Assessor:			
Task:			
<b>3. Appellant Declaration</b>			
<p>I have read and understood the APEIRO INSTITUTE Appeals Policy and acknowledge that APEIRO INSTITUTE will use an independent 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; however should my appeal be successful I will receive a full refund of this fee.</p>			
Signature :		Date:	/ /
<b>4. Appeal Details</b>			
Please tick the area relating to your grounds for appeal:			
<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	
Please outline the situation for your appeal:			
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

<b>Admin Use Only</b>				
<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 Ops Manager	Initial		Date:	/ /
<b>Note: Use "Appeals Progress Form" to record further actions regarding this Appeal</b>				