

<i>Form</i>	No: ST01
	Name: Appeal Form

Reference No:

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Section 1: PERSONAL DETAILS

Student Name <i>(as seen on the passport)</i>		UE ID:
Address:		Post Code:
Home Phone:		Mobile No:
Email:		

Section 2: COURSE DETAILS

Course Enrolled:		
Class/Level:	Start Date:	End Date:

Section 3: APPEAL DETAILS

Date Appeal Lodged		Nature of the Appeal <i>(Please tick the appropriate box):</i>
Reason/s for the Appeal <i>(provide a brief description of your reason/s for appeal)</i>	<input type="checkbox"/> Due to Unsatisfactory Course Progress <input type="checkbox"/> Due to Unsatisfactory Attendance Progress <input type="checkbox"/> Request for Transfer to other Providers <input type="checkbox"/> Others, please specify	

Supporting Documentation

Letter explaining reasons for appeal
 Additional evidence of exceptional circumstances (e.g. medical certificates)
 Others, please specify _____

STUDENT DECLARATION:

1. I hereby appeal the decision made by the Institute on _____
2. I have read and understood the complaints and appeals policy and procedure of Universal English.
3. I have read and I am aware of Universal English's guidelines on appeal.

Signed: _____ **Date:** _____

Print Name: _____

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FOR OFFICE USE ONLY**Section A: DOCUMENTATION***(Please provide supporting evidence)***Section B: RESULTS OF DELIBERATION**

Date/Time of Appeal Meeting:

Attendees:

Minutes & Decision of the Appeal:

Section C: ACTIONS TAKEN

Date letter sent to student re: decision on appeal:

<i>If student does not access external appeal</i>		<i>If student accessed external appeal</i>	
Date final notice to cancel sent to student		Date external appeal lodged:	
Date enrolment cancelled in PRISMS		Date of External Appeal:	

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