

Appeals Lodgement Form

SECTION 1 – Personal Details

Name:			
Address:		Post Code:	
Email:		Tel/ Mobile:	

SECTION 2 – Course Details

Code/Title:	
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SECTION 3 – Appeal Details

Please tick or state in 'other' the AREA relating to your grounds for appeal:

- | | |
|--|---|
| <input type="checkbox"/> refund decision | <input type="checkbox"/> assessment outcome |
| <input type="checkbox"/> notice of intention to report | <input type="checkbox"/> other |

Please outline the situation for your appeal:

Availability for appeal hearing (please state preferred day and time):

SECTION 4 – Appellant Declaration

I have read and understood the Ironwood Institutes Appeals Policy and acknowledge that Ironwood Institute will use an assessor to resolve this appeal, and that I will be given the opportunity to present my case formally at a hearing. Should the appeal progress to an external arbitrator, I agree to pay the arbitrator fee (if applicable) for this appeal.

Appellant Signature:		Date:	/	/
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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 Director | Initial | | Date: | / | / |

Note: Use "Appeals Progress Form" to record further actions regarding this Appeal