

INTERNAL APPEAL FORM

Purpose: This form is to be used by students who wish to lodge an Internal Appeal where they think that the applicable policy/procedure was not followed and/or natural justice had not been applied as per the [Student Complaints, Grievances and Appeals Policy and Procedure](#) (refer to section 4 *Stage Two – Internal Appeal* of the [Student Complaints, Grievances and Appeals Procedure](#)).

Timeframe for submission: within 10 working days of the date of the Written Response. If it is not lodged within this timeframe, the outcome of the Written Response will stand. Please submit to quality@aib.edu.au marked to the attention of the Student Appeals Committee.

Please note: Providing the information requested will assist staff at AIB to address your internal appeal in a timely manner. Failure to do so may result in a delay in processing your internal appeal.

PERSONAL DETAILS

Surname:			
First Name:		Student ID:	
Course Name:			
Email:		Contact Number:	

TYPE OF GRIEVANCE *(Please tick appropriate box)*

Academic Grievance: ☐ Non- Academic Grievance: ☐

DETAILS OF GRIEVANCE

Subject your academic grievance is related to (if any): _____

The following statements must be attached with this form *(Please tick each box once you have addressed the requirements)*

1.	Statement specifically including:	
	A. Reasons for lodging internal appeal (i.e. explain how the applicable policy/procedure was not followed and/or natural justice had not been applied)	<input type="checkbox"/>
	B. Summary of <u>reasons</u> for submitting the internal appeal and documentary evidence relating to this appeal (i.e. how the applicable policy/procedure was not followed and/natural justice had not been applied)	<input type="checkbox"/>
	C. Expectations of AIB response	<input type="checkbox"/>
2.	Documentary evidence to support the claim	<input type="checkbox"/>

Student Signature

Date

NEXT STEP

Receipt of the internal appeal will be acknowledged in writing from quality@aib.edu.au.

The internal appeal process will commence within 10 working days of the receipt of the internal appeal and all reasonable measures will be taken to finalise the process as soon as practicable, usually within 20 working days.