



## 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 Grievance Handling Policy and Procedure](#) (refer to section 4 *Stage Two – Internal Appeal* of the [Student Grievance Handling 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](mailto: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:		<input type="checkbox"/>
	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>new</u> details and documentary evidence relating to this appeal (i.e. additional details and documentary evidence not already provided in your original Formal Grievance Form)	<input type="checkbox"/>	
	C. Expectations of AIB response	<input type="checkbox"/>	
2.	New 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](mailto: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.