

ACADEMIC AND NON-ACADEMIC INTERNAL APPEAL FORM

This form is to be used by students who wish to lodge an Internal Appeal and have been unable to resolve this formally through Stage One - Formal Grievance as per the Academic and Non Academic Grievance Handling Policy. Providing the information below will assist staff at AIB to address your internal appeal in a timely manner. Failure to provide the requested information may result in a delay in processing your appeal. Please note, students must submit this Internal Appeal Form within 10 working days of the date of AIB's written response to the student's Formal Grievance – if not, the outcome in AIB's written response will stand.

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	<input type="checkbox"/>
	B. Summary of <u>new</u> details and documentary evidence relating to this appeal (ie additional details and documentary evidence not already provided in your original Formal Grievance Form)	<input type="checkbox"/>
	C. Overview of formal grievance outcomes	<input type="checkbox"/>
	D. Expectations of AIB response	<input type="checkbox"/>
2.	New documentary evidence to support the claim	<input type="checkbox"/>

Student Signature

Date

 / /

Date Received

Office Use Only
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NEXT STEP

Receipt of the internal appeal will be acknowledged in writing.

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.