

(Student name
Student ID number
Student email address)

The Executive Officer
Student Appeals Committee
Federation University
By email: student.appeals@federation.edu.au

(DATE)

To the Chair of the Student Appeals Committee,

I am writing to appeal the decision of (the title of the position or department who made the decision, e.g. the Executive Dean of the Institute) regarding my (outline what the decision was e.g. rejecting my special consideration application)

The grounds for my appeal are:

(select one or more, and remove the ones that do not apply)

- a) that there was relevant evidence which—
 - (i) was not taken into account by the decision-maker; and
 - (ii) was not known by the applicant before the decision and could not reasonably have been known;
- b) that the decision was manifestly wrong;
- c) that a procedural irregularity occurred which may have affected the decision;
- d) that the penalty imposed was manifestly excessive;
- e) that there was a deemed refusal (30 days have passed since your application/appeal and you have not had a response).

List of evidence

(Include a list of any evidence or documents that you will attach with your appeal.)

Statement of Appeal

(Describe what has happened and explain the grounds for your appeal. It's helpful to include specific dates and details that relate to your appeal.)

If talking about new evidence, first read the [Appeal to University Appeals Committee Procedure](#) for examples. Then list the evidence, explain how it supports your appeal and make sure to include a copy of the evidence with your appeal submission.

If talking about irregularity of procedure or manifestly wrong, make sure to refer to any specific University legislation, policy, or procedures that you believe have not been followed in the making of the decision you are appealing against)

If arguing that the decision was manifestly excessive, you will need to explain why the decision had a particularly severe impact on you over and above the impact it would have on other students.

Requested outcome

(Describe what outcome you are seeking by making this appeal, e.g. I would like to ask for my Special Consideration application to be approved)

Thank you for considering my appeal.

Yours sincerely,
Student name

Student ID number

Student Advocacy tips

- Everything in blue text needs to be in your own words about your appeal.
- Don't forget to attach any evidence which supports your appeal.