

[Student name]  
[Student ID number]  
[Student address Line 1]  
[Student address Line 2]  
[Student email]

**[Position of decision-maker]**

Federation University Australia  
PO Box 663  
Ballarat, VIC 3353

**[Date]**

To **[name or position of decision-maker]**,

Re: **[decision you are appealing]**

My Name is **[student name]** and I am a **[domestic/international]** student studying **[program name]** at **[teaching location]**. On **[date of decision]**, I received a **[letter/email]** (attached) informing me that **[e.g. my Remission of Debt application was rejected]**. I am writing to request that this decision is reviewed.

I believe that the decision was **[incorrect/unfair]** because **(outline why you disagree with the decision, with reference to the relevant policy/procedure or grounds)**

In this section, you'll need to refer explicitly to the policy, procedure or university webpage that governs the decision you're appealing against. Your appeal should usually be based on either:

- the decision was incorrect based on the relevant procedure or webpage; and/or
- you have new evidence that strengthens your case that you did not provide previously; and/or
- the incorrect process has been followed

I am requesting a review of the decision because **(explain the impact of the decision)**

In this section, explain what personal/academic/financial impact the decision has had/will have on you (with evidence if possible). This is not grounds to appeal by itself, but it may strengthen your case.

**List of supporting documents (include a list of all relevant evidence)**

- Copy of original decision
- Copy of original application
- 
- 

Thank you for considering my case.

Yours faithfully,

**[Student name]**

**[Student number]**