

Appeal Form

Relevant Policy

Please refer the [Complaints and Appeals Policy and Process](#) or [Special Considerations Policy](#) before filling out this form.

Process for Submitting an Appeal

Please complete all sections on the form and attach additional supporting documents to support your appeal. Once you have completed this form, please reply to the email that you received from Upskilled when the outcome of the complaint or special consideration is shared with you.

Your Details

Appellant First Name:		Appellant Surname:	
Submission Date of the Form:		Preferred Contact Details:	Mobile Number: Email Address:
Student First Name (if the appellant is not the student):		Student Surname (if the appellant is not the student):	
Course Name:		Case Number Assigned by Appellant (if applicable):	

Details of Appeal

Please provide a detailed outline of your appeal including the dates and times that are relevant as well as referring to any relevant Upskilled policies and procedures. If you run out of space, please use separate paper.

Proposed Resolution Strategies

Please advise how you would like Upskilled to resolve this appeal.

Document Name	Version	Approved	Policy Owner	Effective	Review
Complaint Form	1.1	COO	GM Education	01.07.2023	01.07.2024
RTO	RTO 40734 Upskilled Pty. Ltd ABN 14 125 906 676				
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