



Review or Appeal Against an Administrative Decision

This form should be completed when a student wishes to apply for a review of, or to appeal, a penalty which has been imposed as a consequence of an administrative decision. The scope of the functions identified as 'administrative matters' is outlined in the Policy for Appeal and Review on Administrative Matters. An application for review, or an appeal, can only be made on the grounds listed in the Policy for Appeal and Review on Administrative Matters and students must follow the appeal process outlined in that Policy, including compliance with the specified timelines for lodging an appeal.

See

http://www.acu.edu.au/about_acu/publications/handbooks/2009/general_information/policy_for_appeal_and_review_on_administrative_matters/

For appeals relating to a refund of fees and re-credit of Student Learning Entitlement, use the Application for Re-credit of Student Learning Entitlement and Refund of Fees in Special Circumstances (RE) form (visit http://www.acu.edu.au/student_resources/forms/fee_forms/).

The completed RA form should be lodged at an ACU National Student Centre.

View http://www.acu.edu.au/student_resources/new_students/help_getting_around/student_centres for contact/address details.

Received .../.../...

Section A Personal Details

Student ID

Family Name

Given Name(s)

Course Campus

Telephone: Daytime Mobile

Section B Details of Application

Please indicate which one of the following levels of review/appeal you are seeking:

- Appeal against an administrative decision covered by the Policy for Appeal and Review on Administrative Matters; or
- Request for review of the decision on your appeal; or
- Final review by Academic Registrar

Note: You must exhaust your appeal at the lowest relevant level before proceeding to the next higher level.

Section C Grounds of Application for Review or Appeal

Please set out the basis of your application for review or appeal; attach an additional sheet if necessary. Where relevant, supporting documentary evidence should also be attached.

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