Date: _____________________________  Student Number: _____________________________

Student Name: _____________________________

Course: _____________________________

Please select reason for Internal Appeal against decision made by college:

☐ Academic Result (Please complete Section 1)
☐ Intention to Report (Please complete Section 2)
☐ Decision regarding deferring, suspending, cancelling or withdrawing from studies at ANIBT, or complaint outcome (Please complete Section 3)

SECTION 1

Unit Name: _____________________________

Unit Code: _____________________________

Assessment Task: _____________________________

Date of Assessment: _____________________________

Trainer Name: _____________________________

Nature of Appeal: _____________________________

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Section 2
Reason for Intention to Report:
- Attendance
- Course Progress
- Fees
- Other

Date of Intention to Report Letter: __________________________

Nature of Appeal: __________________________

Section 3
Date of written notification of decision: __________________________

Nature of Appeal: __________________________

Student Signature __________________________ Date __________________________

Please submit this form along with any supporting documentation to ANIBT Reception, located on Level 7, 474 Flinders Street, Melbourne VIC 3000, Australia. The Internal Appeals process will commence within 10 working days of formal lodgement of this appeal. You will be notified of the outcome in writing.

Tel: 61-3-9620 2922 Fax: 61-3-9620 2933 Email: info@anibt.vic.edu.au Web: www.anibt.vic.edu.au Australian National Institute of Business and Technology Pty Ltd CRICOS: 02506B RTO: 21368

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