

Appeal of Misconduct Penalty

An individual may appeal against the college's decision of an individual's breach of the [Student Code of Conduct](#) or the resolution to address their grievance. The appeal must be in writing and received by the Training Manager within twenty-eight (28) days of the individual receiving the college's decision, penalty or resolution.

STUDENT DETAILS			
Name		Student ID #	
Address		Postcode	
Phone number			
Email			
APPEAL DETAILS			
Training Manager Name			
Date of Notice of Penalty Relating to Breach of Conduct			
GROUNDS FOR APPEAL			
<input type="checkbox"/> Disciplinary action was not taken in accordance with the North Regional TAFE's Student Code of Conduct and Student Behavior Management Policy , or			
<input type="checkbox"/> The disciplinary action taken is unjust.			
Briefly describe the reasons for the appeal:			
STUDENT DECLARATION			
I have listed the grounds for my appeal and have attached supporting documentation (if applicable)			
Signature			Date
OFFICE USE ONLY (complete and forward to Training Manager)			
Date Received:	Forwarded to:		Date:

An appeal shall be reviewed by an Appeals Committee including a Executive Director (ED) as chairperson, Governing Council Member/or Representative, Industry Member and an enrolled Student Representative nominated by student association or independent community member to determine appeal outcomes in consultation with individuals they deem necessary. Relevant cultural sensitivities should be considered when forming the student appeals committee from time to time.

If the appellant student has a recognised disability, the chairperson of the student appeals committee may seek guidance and advice as required. If it is known that the appellant student has an advocate, the advocate will be contacted to assist in relation to the hearing of the appeal.

A decision with respect to an appeal must be made and communicated to the individual making the appeal within twenty-eight (28) business days of the college receiving the appeal.

APPEAL COMMITTEE (to be completed by Chairperson -Executive Director)	
Chairperson - Executive Director Name	
Governing Council Member/or Representative Industry Member Name	
Enrolled Student Representative Name (nominated by student association or independent community member)	
Relevant cultural sensitivities have been considered and addressed considered when forming the student appeals committee.	If yes, please explain
Advocate to assist student with recognized disability Name (if relevant)	
An actual or perceived bias or conflict of interest exists	If yes, please complete Committee Declaration of Interest form
Date appeal reviewed	
Date of interview with student and lecturer	

APPEAL REVIEW OUTCOME	
Was disciplinary action taken in accordance with the North Regional TAFE's Student Code of Conduct and Student Behavior Management Policy ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was disciplinary action unjust?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other factors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
REVIEW DECISION	<input type="checkbox"/> Appeal dismissed. The original decision stands <input type="checkbox"/> Appeal upheld and disciplinary action changed
REASON FOR DECISION	

TRAINING MANAGER to complete			
Student notified of outcome within twenty-eight (28) days of receipt of appeal		<input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> Phone	Date:
APPEAL OUTCOME AGREEMENT			
	Name	Signature	Date
Student			
Training Manager			