



Higher Education Notice of Appeal Form

This form is to be completed by a student who is lodging an appeal to the Appeals Committee or the Business Head. This form should be used when seeking a review of a Kaplan decision in relation to a complaint.

This completed form and any supporting documentation must be submitted **within 10 working days of the date of the letter notifying the student of the outcome** of their complaint to:

Manager, Student Resolutions, Kaplan Professional Education
Level 4, 45 Clarence Street, Sydney, NSW 2000
Email: studentadviser@kaplan.edu.au

Student number: _____ Student ID: _____

Subject name: _____ Subject number: _____

Study Period/Year: _____

Details of evidence supporting appeal (attach additional pages if required):

Grounds of Appeal

Supporting evidence

Outcome sought

Student name _____ Student signature _____ Date _____



Appeals Procedure

Kaplan applies the following procedure to deal with student appeals. Note: there are two different processes depending on the type of appeal.

