Appeal Form

IET Education Group Pty Ltd T/A Immaculate Education and Training

RTO Code 46361 | ABN 73 677 538 402

Before you start

Use this form to ask IET to review a decision, for example an assessment result, a decision about RPL or credit transfer, a refund, a suspension or a cancellation of enrolment.

Please lodge your appeal within 20 business days of being told the decision. Talk to your trainer or the person who made the decision first if you are comfortable.

Return this form to info@iet.edu.au or hand it to the Administration Officer at Suite 1312A/401 Docklands Drive, Docklands VIC 3008. The Administration Officer can help you fill it in.

What happens next: we acknowledge your appeal within 2 business days. A person who was not involved in the original decision reviews it. Assessment appeals are reviewed by a different qualified assessor, and appeals against a decision made by the CEO are reviewed by an independent person from outside IET. We aim to give you a written outcome within 10 business days for assessment appeals and 20 business days for other appeals. If you have received a Notice of Intention to Cancel Enrolment, your enrolment is not cancelled while your appeal is decided.

1. Your details

Family name		**Given name(s)**	
Student ID		**Course**	
Phone		**Email**	

2. Your appeal

Type of decision	☐ Assessment result ☐ RPL or credit transfer ☐ Refund ☐ Suspension or cancellation ☐ Other		
Unit code and title (assessment appeals)			
Assessor or person who made the decision		**Date you were told**	

What was the decision?

Why do you think the decision is wrong? Please give as much detail as you can. Attach extra pages if needed.

What outcome are you looking for? (for example a review of the result or another assessment)

Supporting documents attached?	☐ Yes (how many: ____) ☐ No
Would you like a support person at any meeting?	☐ Yes ☐ No

Privacy: IET uses the information on this form only to deal with your appeal. It is kept confidential and shared only with people who need it to review the decision. See our Privacy Notice for Students.

I confirm the information in this form is true and correct to the best of my knowledge.

Signature		**Date**	

Appeal Form

IET Education Group Pty Ltd T/A Immaculate Education and Training

RTO Code 46361 | ABN 73 677 538 402

Office use only					
Date received		**Received by**		**Register no.**	
Acknowledged on		**Lodged within 20 business days?**		**CEO informed**	
Reviewer (not involved in the original decision)					
Outcome	☐ Upheld ☐ Partly upheld ☐ Not upheld				
Reasons and action taken (for example result changed, reassessment arranged, SMS updated)					
Outcome sent on		**Independent review offered**		**CI Register no.**	
Reviewer signature			**Date**		