

APPEALS FORM

This form is to be used by any person wishing to formally appeal a decision made by Pegasus International College. Appeals may relate to assessment outcomes, administrative decisions affecting enrolment, progression, or certification, or any other decision that adversely impacts the appellant.

An appeal must be submitted within the timeframe specified in the Feedback, Complaints & Appeals Policy. Appeals may be submitted electronically via email to Admin@Pegasus.edu.au or by completing and returning this form.

APPELLANT DETAILS

Appellant Name	
Student ID (if applicable)	
Contact Number	
Email Address	
Course Enrolled In	

DETAILS OF THE APPEAL

Date of Original Decision	
Decision Made By	
Nature of Appeal	
Grounds for Appeal (please provide full details of why you are appealing the decision, including any supporting evidence)	
Outcome Sought (what resolution are you seeking?)	

DECLARATION

By signing this form, I declare that the information provided above is true and correct to the best of my knowledge. I understand that my appeal will be managed in accordance with the Feedback, Complaints & Appeals Policy and that I will be advised of the outcome in writing.

Student Signature	
Student Name	
Date	

ADMIN USE ONLY

Received By	
Appeal Reference Number	Date
Logged in Appeals Register	Date
Acknowledgement Letter Sent	Date
CEO / Academic Manager Notified	Date
Reviewer Appointed	Date
Outcome Letter Sent	Date
CEO Signature	
Date	

