

Academic Appeal Application Form

Printed copies of this text are not controlled. Always check the CIT website cit.edu.au to ensure this information is correct.

Before lodging an Academic Appeal Application Form, ensure you have first spoken with your Teacher, and if you are still unsatisfied, the Head of Department. See CIT's Academic Appeals Policy at cit.edu.au for more information. If after you have followed all of the above steps and you are still not satisfied you are then able to lodge an Academic Appeal form. This form should be submitted at any CIT Student Services within 4 weeks of the subject result being available on the Student Management System (Banner).

First Name:	<input type="text"/>	Surname:	<input type="text"/>
Address:	<input type="text"/>		
Suburb:	<input type="text"/>	State:	<input type="text"/>
		Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Phone No:	<input type="text"/>	Email:	<input type="text"/>
Program Code:	<input type="text"/>	Program Name:	<input type="text"/>
Subject Code/ CRN:	<input type="text"/>	Subject Name:	<input type="text"/>
CIT Number:	CIT <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Semester:	<input type="text"/>
		Year:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Teacher Name:	<input type="text"/>		

I request a review of the grade awarded for the above subject. I am aware that a \$30.00 fee is charged for each subject grade that I am seeking a review; and that this money must be paid before any formal appeal can be considered. I understand that the fee will only be refunded if my appeal is upheld.

Signature:	<input type="text"/>	Date:	<input type="text"/>
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All personal information provided will be handled confidentially in accordance with the Information Privacy Act 2014. Details provided may be checked with or supplied to other authorised agencies eg. Centrelink and NCVET where necessary or required by law.

CIT Student Services Use Only

<input type="checkbox"/>	Student has paid fee for appeal subject	Date paid:	<input type="text"/>	Receipt Number:	<input type="text"/>
<input type="checkbox"/>	Sent to Director:	<input type="text"/>	College Name:	<input type="text"/>	
<input type="checkbox"/>	Entered on CRM:	CRM reference number:	<input type="text"/>		
<input type="checkbox"/>	Entered on TRIM:	TRIM reference number:	<input type="text"/>		

College Use Only

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not Approved	Date:	<input type="text"/>
<input type="checkbox"/>	Evidence attached detailing reason for Grade change	Director Name:	<input type="text"/>		
<input type="checkbox"/>	Written confirmation of outcome provided to all parties	Director Signature:	<input type="text"/>		

Checklist

<input type="checkbox"/>	Final decision documented (paperwork scanned and attached to CRM incident, original filed on Institute File)		
<input type="checkbox"/>	Update of Result Sheet completed and sent to Awards & Programs Team	Date:	<input type="text"/>
<input type="checkbox"/>	Approval for refund of Appeal fees	Date CRM referred back to CIT Student Services for refund:	<input type="text"/>