

# Appeals Lodgement Form

**SECTION 1 – Personal Details**

<b>SECTION 1 – Personal Details</b>		<b>Appeals No.</b>	
<b>Name:</b>		<b>Title:</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
<b>Address:</b>		<b>Post Code:</b>	
<b>Email:</b>		<b>Tel/ Mobile:</b>	

**SECTION 2 – Qualification enrolled**

<b>Code/Title:</b>		<b>Date:</b>	/ /
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**SECTION 3 – Appellant Declaration**

I have read and understood the Pioneer College Appeals Policy and acknowledge that Pioneer College will use an independent assessor to resolve this appeal, and that I will be given the opportunity to present my case formally at an interview. Should the appeal progress to an external arbitrator, I agree to pay the arbitrator fee for this appeal; however, should my appeal be successful I will receive a full refund of this fee.

<b>Signature:</b>		<b>Date:</b>	/ /
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**SECTION 4 – Appeal Details**

Please outline the situation for your appeal:

- Appeal discussed with the Assessor:  YES  NO
- Appeal discussed with the Training Manager:  Yes  No
- Appeal has been successfully resolved:  YES  NO

**SECTION 5 – Office Use ONLY**

<input type="checkbox"/> Appeal Form Received (Admin)	<b>Initial</b>		<b>Date:</b>	/ /
<input type="checkbox"/> Appeal Lodgement recorded (SSO)	<b>Initial</b>		<b>Date:</b>	/ /
<input type="checkbox"/> Letter of Acknowledgement sent	<b>Initial</b>		<b>Date:</b>	/ /
<input type="checkbox"/> Appeal Forwarded to PEO/Principal	<b>Initial</b>		<b>Date:</b>	/ /

**Note: Use "Appeals Progress Form" to record further actions regarding this Appeal**