

Appeals Lodgement Form

SECTION 1 – Personal Details

Name:		Appeals No.	
Title:	☐ Mr ☐ Mrs ☐ Ms ☐ Miss	Tel/ Mobile:	
Address:		Post Code:	
Email:			

SECTION 2 – Qualification enrolled

Code/Title:		Date:	/ /
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SECTION 3 – Appellant Declaration

I have read and understood the Pioneer College Complaint and Appeals policy and associated procedures 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.

Signature:		Date:	/ /
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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

☐ Appeal Form Received (Admin)	Initial		Date:	/ /
☐ Appeal Lodgement recorded (SSO)	Initial		Date:	/ /
☐ Letter of Acknowledgement sent	Initial		Date:	/ /
☐ Appeal Forwarded to PEO/Principal	Initial		Date:	/ /

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