# APPLICATION TO LODGE AN **APPEAL** (ACADEMIC OR NON-ACADEMIC)

This form is to be completed by any JMC Academy student (domestic or international), who wishes to lodge an appeal (academic or non-academic).



# **INSTRUCTIONS //**

- Applications to lodge an appeal must include appropriate supporting documentation.
- Students are required to check the evidence that will be provided as part of their application.
- Applications must be submitted within ten (10) working days of the notification of the outcome of the request for a formal resolution and must include justification for the appeal, with exception of International students appealing cancellation of their enrolments decisions (20 working days).
- Late applications will be considered at the discretion of JMC Academy.
- Students are required to make themselves familiar with JMC Academy's *Student Complaints and Appeals Policy* and relevant *Procedures* before submitting their application.
- Students are required to sign and date their application.
- Applications must be submitted to Campus Administration once completed.
- Students are required to complete all sections below using either a blue or black pen.

# **STUDENT DETAILS //**

Student Name:		Student Number:		
ARE YOU AN INTERNATIONAL OR DOMESTIC STUDENT? Domestic International	CAMPUS Sydney Melbourne Brisbane	JMC ACADEMY COURSE YOU ARE STUDYING         Animation         Audio Engineering + Sound Production         Digital Design         Entertainment Business Management         Master of Creative Industries	<ul> <li>Film and TV</li> <li>Game Design</li> <li>Music Performance</li> <li>Songwriting</li> <li>Certificate III in Screen + Media</li> </ul>	
APPEAL REGARDING //				
Outcome of a formal complaint		Decisions to report international students		
Decisions relating to assessment and progression		Decisions relating to deferring, suspending and cancelling international students		
Decisions relating to academic mi	sconduct			
Other – please specify:				

# **REASON FOR APPLICATION //**

Please provide detailed information on a separate sheet of paper and attach it to this application, and:

- Explain what rule or policy was not adhered to with specific references,
- Explain why the condition imposed was inappropriate,
- Describe and/or provide the new evidence and/or,
- Write about how you think the procedure was unfair, referencing the Statement of JMC Academy Principles of Procedural Fairness,
- Detail the outcome sought.

## **DOCUMENTS SUBMITTED TO SUPPORT THE APPLICATION //**

Please specify:

# **APPLICANT'S DECLARATION //**

- I declare that the information I have provided on this application is true and correct.
- I have read and understood JMC Academy's Student Complaints and Appeals Policy and related Procedures.

STUDENT'S SIGNATURE:	DATE:	1	1

# **OFFICE USE ONLY //**

Date application received:

#### Received by:

## FOR APPEALS TO BE HEARD BY GOVERNING COUNCIL (ONLY)

Approved

Rejected

N/A

# SYDNEY //

561 Harris St Ultimo NSW 2007 Australia +61 (02) 8241 8899 sydney@jmc.edu.au

#### www.jmcacademy.edu.au

MELBOURNE // Level 1, 171 Bank St South Melbourne VIC 3205 Australia +61 (03) 9624 2929 melbourne@jmc.edu.au

CRICOS Provider Number 01259J

## **BRISBANE** //

75 Grey St South Brisbane QLD 4101 Australia +61 (07) 3360 4500 brisbane@jmc.edu.au

JMC Pty Ltd ABN 53 003 572 012




# SIGNATORIES //

### **HEAD OF DEPARTMENT**

SIGNATURE:

DATE:

## **CAMPUS MANAGER (DOMESTIC STUDENTS)**

SIGNATURE:

DATE:

## **DIRECTOR OF INTERNATIONAL SERVICES (INTERNATIONAL STUDENTS)**

SIGNATURE:

DATE:

## **DIRECTOR OF EDUCATION (WHEN REQUIRED)**

SIGNATURE:

DATE:

# DIRECTOR OF FINANCE AND OPERATIONS (WHEN REQUIRED)

SIGNATURE:

DATE:

# CHIEF EXECUTIVE OFFICER (WHEN REQUIRED)

SIGNATURE:

DATE:

Student has been advised of the outcome of their application Student's record has been updated Yes

Yes

No

No No

Date:

Date:

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