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	 Film and TV Game Design Music Performance Songwriting Certificate III in Screen + Media 	
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 //

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BRISBANE //

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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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