

Student Advocacy.



Free, confidential & independent.



How to appeal to the Student Appeals Committee

Find out how to appeal to the Student Appeals Committee and get help throughout the process from Student Advocacy.

Step 1

Make sure the decision is appealable

Your outcome letter explains your appeal rights. If the decision is appealable, you'll have 30 days from the date of the letter to submit an appeal. If you're not sure, send the letter to Student Advocacy for advice.

Step 2

Identify your grounds

Your appeal must be based on one or more of the following grounds:

- You have new evidence that wasn't available earlier.
- The decision was clearly wrong.
- The process wasn't followed properly.
- The penalty was too harsh.
- There has been no decision after 30 days.

Think about which of these apply to your case. You might find that you can use more than one.

Not sure what they mean? There are detailed explanations and examples of each on our grounds for appeal webpage.

Step 3

Write your appeal letter and gather your evidence

Your letter should explain how your situation meets the grounds you've chosen. Refer to the evidence you're attaching so the Appeals Committee can easily connect your arguments to the documents.

You'll need to include copies of documents that will support your case, such as statutory declarations, medical letters, academic transcripts, special consideration forms and study plans. If you don't submit any evidence, your appeal is unlikely to succeed.

Not sure how to start? Use our [letter template](#).

Step 4

Contact Student Advocacy

If you'd like to discuss the option to appeal, we can support you by:

- explaining appeal processes and timelines
- reviewing your grounds
- helping you draft and revise your appeal letter
- advising you about supporting evidence
- attending meetings with you.

Book an appointment if you'd like to chat.

Step 5

Submit your appeal

Your appeal must include:

- your letter
- copies of your supporting evidence
- a copy of the outcome letter you received (the decision you're appealing).

Submit these via the [Appeals Portal](#).