**APPEAL NOTIFICATION FORM**

Version date: 17 October 2022

**Please read the** [**Appeals Policy**](https://divinity.edu.au/documents/appeals-policy/) **prior to completion of this form.**

|  |  |
| --- | --- |
| **Personal details** | |
| Name |  |
| Student / Staff ID |  |
| College |  |

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| --- |
| **Appeal details**  State clearly the decision you are appealing, the grounds for the appeal, and the names of persons involved, and their roles if known. Please attach copies of relevant documents. |
|  |
| **Attempted resolution of decision you are appealing**  State clearly and concisely what steps have been taken already to resolve the matter you are appealing. |
|  |
| **College support**  Provide the name of your College support person, if one has been provided. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration**  I confirm the above information is true and accurate. | | | |
| Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Office of the Vice-Chancellor use only*** | | | |
| Date received |  | Date & Names - Chair of Panel/VC notified |  |
| Stages / Outcomes |  | | |
| Date/s submitter notified of outcomes | | |  |

**Please submit this form to the Appeals Officer (University Secretary):**

Hannah Hornsby

Office of the Vice-Chancellor

University of Divinity

90 Albion Road, Box Hill VIC 3128

Email hhornsby@divinity.edu.au