

## Internal Appeal Form

*Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.*

<b>Student Name:</b>	<b>Phone:</b>
<b>Student Number:</b>	<b>Email:</b>
<b>Course Name:</b>	<b>Date:</b>
<b>Address:</b>	

### I hereby appeal to Ashley English Language Institute against their:

- Decision to not approve my Deferment, Suspension of Studies or Cancellation request
- Decision to not approve my Request to Transfer Providers
- Intention to report me to Department of Home Affairs for Unsatisfactory Attendance
- Intention to report me to Department of Home Affairs for Unsatisfactory Course Progress
- Intention to report me to Department of Home Affairs for Misconduct
- Intention to report me to Department of Home Affairs for Non-payment of Fees
- Decision relating to an Academic Result
- Other (Please specify)

---



---



---



---

### Grounds for Appeal (Please indicate on which ground/s you wish to appeal)

- New evidence, being evidence not reasonably available to AELI at the time of the original decision; and/or
- Procedural irregularity
- Other (Compassionate or Compelling Circumstances)

**Summary of your grounds for appeal**  
**(Please attach additional sheets if required along with all supporting documentation)**

***Please note: You must appeal within 20 working days from the date of AELI's decision. During this time and while the appeal is being considered, you must attend all classes.***

**Student Declaration:** The above information provided by me is accurate, true and correct.

**Student Signature:**

**Date:**

<b>Office use only</b>			
<b>Application Received By</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Application</b> <div style="display: inline-block; margin-left: 100px;"> <input type="checkbox"/> <b>APPROVED</b> </div> <div style="display: inline-block; margin-left: 100px;"> <input type="checkbox"/> <b>REJECTED</b> </div>			
<b>Action Taken By</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Comments:</b>			