



Higher Education Notice of Appeal Form

This form is to be completed by a student who is lodging an appeal to the Appeals Committee or the Business Head. This form should be used when seeking a review of a Kaplan decision in relation to a complaint.

This completed form and any supporting documentation must be submitted **within 10 working days of the date of the letter notifying the student of the outcome** of their complaint to:

Manager, Student Resolutions, Kaplan Professional Education

Level 12, 45 Clarence Street, Sydney, NSW 2000

Email: studentadviser@kaplan.edu.au

Personal Information			
Student ID			
Name:			
Address:			
E-mail:			
Phone (Work):		Phone (Mobile):	
Qualification:			
Subject (if relevant):			
Study Period (if relevant):			
In the next section, please provide details of evidence supporting the appeal (attach additional pages if required).			
Grounds of Appeal			
Supporting evidence			
Please specify the outcome you are seeking:			
Signed (Student):		Date:	

Appeals Procedure

Kaplan applies the following procedure to deal with student appeals. Note: there are two different processes depending on the type of appeal.

