



## 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 4, 45 Clarence Street, Sydney, NSW 2000  
Email: [studentadviser@kaplan.edu.au](mailto:studentadviser@kaplan.edu.au)

Student number: \_\_\_\_\_ Student ID: \_\_\_\_\_

Subject name: \_\_\_\_\_ Subject number: \_\_\_\_\_

Study Period/Year: \_\_\_\_\_

Details of evidence supporting appeal (attach additional pages if required):

### Grounds of Appeal

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### Supporting evidence

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### Outcome sought

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Student name

Student signature

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.

