

APPLICATION TO LODGE AN **APPEAL** (ACADEMIC OR NON-ACADEMIC)

This form is to be completed by any JMC Academy student (domestic or international), who wishes to lodge an appeal (academic or non-academic).

INSTRUCTIONS //

- Applications to lodge an appeal must include appropriate supporting documentation.
- Students are required to check the evidence that will be provided as part of their application.
- Applications must be submitted within ten (10) working days of the notification of the outcome of the request for a formal resolution and must include justification for the appeal, with exception of International students appealing cancellation of their enrolments decisions (20 working days).
- Late applications will be considered at the discretion of JMC Academy.
- Students are required to make themselves familiar with JMC Academy's *Student Complaints and Appeals Policy* and relevant *Procedures* before submitting their application.
- Students are required to sign and date their application.
- Applications must be submitted to Campus Administration once completed.
- Students are required to complete all sections below using either a blue or black pen.

STUDENT DETAILS //

Student Name:

Student Number:

ARE YOU AN INTERNATIONAL OR DOMESTIC STUDENT?

- Domestic
 International

CAMPUS

- Sydney
 Melbourne
 Brisbane

JMC ACADEMY COURSE YOU ARE STUDYING

- Animation
 Audio Engineering + Sound Production
 Digital Design
 Entertainment Business Management
 Master of Creative Industries
- Film and TV
 Game Design
 Music Performance
 Songwriting
 Certificate III in Screen + Media

APPEAL REGARDING //

- Outcome of a formal complaint
 Decisions relating to assessment and progression
 Decisions relating to academic misconduct
 Other – please specify:
- Decisions to report international students
 Decisions relating to deferring, suspending and cancelling international students

REASON FOR APPLICATION //

Please provide detailed information on a separate sheet of paper and attach it to this application, and:

- Explain what rule or policy was not adhered to with specific references,
- Explain why the condition imposed was inappropriate,
- Describe and/or provide the new evidence and/or,
- Write about how you think the procedure was unfair, referencing the Statement of JMC Academy Principles of Procedural Fairness,
- Detail the outcome sought.

