



Vocational Education Notice of Appeal Form

This form is to be completed by a student who is lodging an appeal to the Appeals Subcommittee.
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

Student number: _____ Date: _____

Mr/Mrs/ Ms etc Surname or Family name: _____ Other or Given names: _____

Contact phone numbers: _____ Email: _____

Course or subject enrolled in: _____

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

Grounds of Appeal

Supporting evidence

Outcome sought

Student name _____ Student signature _____ Date _____

Appeals Procedure

Kaplan applies the following procedure to deal with student appeals.

