

To be filled out by the student and submitted via email (admissions@mihe.vic.edu.au) or in person at reception.

Student Name:		Student ID:	
Address:			
Phone no:	Date:		
Current Course:	Email:		
Nominated support person's name (if applicable):	Support person's contact detail (if applicable):		
Tick the box related to your Appeal: ☐ Academic Misconduct ☐ Assessment ☐ Teaching and Learning ☐ Other Academic ☐ Other (Please specify) ☐ Resources and Facilities ☐ Course withdrawal ☐ Release letter ☐ Other non – academic (Please Specify)			
Describe the nature of the appeal. Attach any relevant evidence:			
	2		
Student Signature:	Da	te:	

Note: Before completing this form, please read the information on the Complaints and Appeal Policy and Procedures on the Melbourne Institute of Higher Education website at: Policy and Procedure – Melbourne Institute of Higher Education Pty Ltd (mihe.vic.edu.au)

Melbourne Institute of Higher Education Pty Ltd | ABN: 87 637 251 462 | TEQSA Provider ID: PRV14350 | CRICOS Provider No: 04018B









Office Use Only

Complaint and Appeal Panel decision outcome details:		
Complaints and Annuals Banals	Panel	
Complaints and Appeals Panel:	Panel Meeting Date:	
Complaint	Decision of Panel: ☐ Appeal Successful ☐ Appeal denied	
handle by:		
Panel Signatures:		
Date received by Administration manager	Record management: Complaints/Appeals forms and evidence documents uploaded in Wisenet. Outcome/resolution letter upload in Wisenet Complaints and Appeals register updated. Enter data in Continuous Improvement Log (if applicable)	
Signature of Administration Manager:	Data uploading & Filling Date:	

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