

# APPEAL FORM



Please note the following conditions:

- The appeal must be submitted within 14 days of receipt of the charge/fee notification from Student Living.
- Supporting documentation will assist the Appeal Committee to evaluate your appeal.
- You may only submit one appeal for each charge/fine that has been applied.
- If any additional information is required about your appeal, you will be contacted. Unfortunately you will not be able to expedite, or influence the appeal process by telephoning or sending an email to support your appeal once it has been submitted.

**Name:**

**Student Number:**

**Residence:**

**Room Number:**

**Telephone:**

**Email Address:**

**On what grounds are you submitting an appeal?**

Special Circumstances - circumstances beyond the students' control  
*(for definition of Special Circumstances please see Appeal Procedure over the page)*

I believe a process or procedure was not followed correctly

I believe the Student Occupancy Licence Agreement was not interpreted correctly

*Please note: Appeals submitted for reasons other than those listed above may be reviewed internally within the Student Living office and may not proceed to the Appeals Committee.*

**What charges are you appealing?**

Termination Notice Period (21 days)

Other *(please provide details)*

Charge/Fine *(please provide details)*

On submission of the completed Appeal Form, a detailed and relevant written statement with supporting documentation that clearly demonstrates the basis for the appeal must be supplied. All fees must be paid regardless of the appeal status. If your appeal is upheld the relevant fees will be refunded.

**I have read, understand and agree to the following terms:**

- I must submit my appeal as per the Appeal Procedure
- I declare that the information I have given is correct

**SIGNATURE:**

**Date:**

## OFFICE USE ONLY

Appeal Reference Number:

Date Received:

# APPEAL PROCEDURE

Student Living charges/fees form part of a legal contract between the University and the student. In all cases, Student Living will follow standard procedures when imposing charges/fees.

## Who should use this form?

Students wishing to appeal a Student Living charge/fee. In order for an appeal to be considered, a student must complete the necessary Appeal Form and supply supporting documentation demonstrating their grounds for appeal.

## How are Special Circumstances defined?

Special Circumstances are those circumstances that are beyond the student's control and which a reasonable person would consider are not due to the student's action or inaction, either direct or indirect, and for which the student is not responsible. These circumstances must be unforeseeable, unusual, uncommon or abnormal. They may include medical and/or family/personal circumstances.

Supporting evidence must be provided and must be verifiable. Supporting evidence may include, but is not limited to: doctors' certificates or other medical documentation from registered health professionals; statutory declarations; police reports; and statements of support from University officials. Please note statutory declarations must be provided with other supporting documentation and will not be accepted for health related appeals.

## Appeal Instructions

1. The appeal must be lodged using this Appeal Form together with a detailed and relevant written statement and supporting documentation that clearly demonstrates the basis for appeal.
2. All appeal documentation is to be scanned and emailed to [studentliving-appeals@newcastle.edu.au](mailto:studentliving-appeals@newcastle.edu.au) within 14 days after the receipt of charge notification from Student Living. *Please note: It is the responsibility of the student to provide all relevant documentation at the time of lodging the appeal. If there is documentation you are unable to provide within the above timeframe please provide a list of these documents with your appeal and the reasons for their unavailability.*
3. The appeal will be considered by the Appeal Committee and students will receive an outcome via email.

**PRIVACY** - Personal information collected on this form or supplied by you will be treated as confidential and in accordance with the Privacy and Personal Information Protection Act 1988, and the University's Privacy Management Plan. The information is used for the purpose of assisting Student Living to make an informed decision on your application.