

# EDUCATION ACCESS (AUSTRALIA) PTY LTD

A.B.N.45 101 976 596

17-35 Abbotsford St, West Melbourne, Victoria 3003 Australia

**Postal Address:** PO Box 876, North Melbourne, Vic 3051 Australia

TEL: + 613 9654 3433 Fax: + 613 9654 3455

Email: [info@eaa.edu.au](mailto:info@eaa.edu.au)

Website: [www.eaa.edu.au](http://www.eaa.edu.au)



## APPEALS FORM

<b>First Name:</b>		<b>Family Name:</b>	
<b>Student ID:</b>		<b>Contact Phone No:</b>	
<b>Course Name:</b>		<b>Course Code</b>	
<b>Address</b>		<b>Post Code</b>	
<b>Email</b>			

Before completing this form, please read EAA's Complaint and Appeals Policy

**Please state the nature of your Appeal including date, time, place and other people (if any) involved. You must also attach any supporting documents with this form**

---

---

---

---

---

---

---

---

### Note:

1. You MUST continue to attend classes until the Appeal process is complete
2. The Appeal process will commence within 10 working days of the lodgement of this form

<b>Student Signature:</b>		<b>Date of Lodgment:</b>	
<b>EAA Staff member receiving this form:</b>		<b>Date form received:</b>	

Expected resolution date \_\_\_\_\_

*(Appeal resolution phase begins within 10 workings days of lodgment of the formal appeal)*

## OFFICE USE ONLY

*Decision Record*

---

---

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Ensure entry is documented in the Complaints and Appeals Register**