

**BOND UNIVERSITY – STUDENT APPEAL SUBMISSION LETTER
(FOR ACADEMIC AND ADMINISTRATIVE DECISIONS, OTHER THAN ACADEMIC EXCLUSION)**

Insert Date

To: Chair, University Appeals Committee OR insert relevant Senior University Officer

[Refer to Schedule B1 of the Student Grievance Management Policy to address your submission to the appropriate appeals officer. For appeals to the University Appeals Committee, please email your submission to academicsecretariat@bond.edu.au]

I hereby submit an appeal for consideration in accordance with the Student Grievance Management Policy, clause 4.4.2 Appeals.

The decision for which I submit this appeal is:

[State the decision you are appealing against, including the date of the decision, the name and position of the decision maker, and any other relevant details (e.g. subject code).]

My ground(s) for appeal, in accordance with clause 4.4.2, are that:

[You must select one or more grounds from the list below. Delete those which do not apply. Explain your case clearly and concisely (noting that this letter should not exceed 3 A4 pages) and attach appropriately labelled and referenced relevant documentation in support of your case (e.g. 'Appendix A', 'Appendix B' – maximum total of 10 A4 pages of supporting documentation). Submissions that contain unsupported statements will not be accepted.]

- ***new and relevant material exists that was not reasonably available to the student before the decision was made and that would have a significant impact on the decision***

[State what the new and relevant material is, why it was not reasonably available to be provided by you at the time the initial decision was made, and why it would have a significant impact on the decision.]

- ***an order or penalty imposed as a consequence of a finding of misconduct was excessive or inappropriate taking into account all the circumstances of the case***

[Applicable to misconduct appeals only. Explain why you consider the order and/or penalty to be excessive or inappropriate after taking into account the rationale for the decision.]

- ***there was a misapplication of policy or procedure resulting in some real disadvantage to the student***

[State the name of the policy or procedure that was misapplied, how it was misapplied, and how that has resulted in consequential disadvantage to you.]

- ***there was bias or a conflict of interest on the part of the decision maker***

[State how the decision maker was biased or had a conflict of interest, and provide support for your statement.]

The outcome I am seeking is:

[Be clear about the outcome you are trying to achieve and ensure that the outcome is realistic.]

Yours sincerely

Full Name: **Insert**

Student ID: **Insert**

Program name: **Insert**

Mobile Number: **Insert**

Email contact (student email address): **Insert**