International Student Appeal Form

Use this form to appeal a decision regarding:
1. application to transfer provider (release letter)
2. refund for new international students (in 1st semester of program)

This form must be submitted to International Services within 20 working days of receiving an intention to report attendance or notification of other decisions (e.g. relating to refunds, release letters).

Family name

Given name

Address

Number and street name | *City/Suburb*

State | *Postcode* | *Country*

Student number

Program name

Daytime contact number

Email

Signature _____ **Date** _____

Type

- ☐ Request for release letter (transfer provider)
- ☐ Attendance notification
- ☐ Refund for commencing international students

Please provide an accurate statement addressing the grounds for appeal.
(The grounds for appeal were given in your notification.) Please use more pages if required.

How to lodge an appeal

1. Lodge an appeal in writing to Director, International Services, within 20 working days of the notice of RMIT's decision.
2. Your written appeal must address the grounds for appeal. The grounds are given in the notice of RMIT's decision.
3. Attach supporting documentation as evidence.
4. If you choose to lodge an appeal, you must remain enrolled and attend all classes as normal until the process is complete.
5. For assistance in writing an appeal, please contact:
   International Student Information and Support (ISIS)
   Building 14, Level 4
   Email: isis.advisor@rmit.edu.au
   Tel. + 61 3 9925 2963
6. Address your appeal to the 'Director, International Services' and lodge it at the address below.

RMIT University
Postal address:
RMIT International Services
GPO Box 2476
Melbourne VIC 3001 Australia

By courier:
RMIT International Services
Level 4, RMIT Building 22
330 Swanston Street
Melbourne VIC 3000 Australia

In person:
International desk at Info Corner
Level 1, RMIT Building 22
330 Swanston Street
Melbourne VIC 3000 Australia

Tel. +61 3 9925 5156
Fax: +61 3 9663 6925
Email: ISvisa@rmit.edu.au
www.rmit.edu.au/international
RMIT University
CRICOS Provider Code 00122A

For office use only

Received by: _____

Date: _____

Issue date: July 2010. Ref: CMP08.1