

International Student Appeal Form

Use this form to appeal a decision regarding:

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| 1. Application to transfer provider (release letter) | 3. Attendance notification |
| 2. Refund for new international students (in 1st semester of program) | 4. Leave of absence (LOA) |

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
 Leave of absence (LOA)

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

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

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

By courier:
 RMIT International
 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

