International Student Appeal Form

How to lodge an appeal
1. Lodge an appeal in writing to Director, International, 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 Support
   Building 14, Level 4
   Email: student.wellbeing@rmit.edu.au
   Tel. + 61 3 9925 2963
6. 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: Issvisa@rmit.edu.au
   www.rmit.edu.au/international
   RMIT University
   CRICOS Provider Code 00122A

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)
3. Attendance notification
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.