

Appeals Lodgement Form				Appeals No.		
SECTION 1 – Personal Details						
Name:		Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss
Address:				Post Code:		
Email:				Tel/ Mobile:		
SECTION 2 – Course / Unit/ Module Details						
Code/Title:				Date:	/ /	
Assessor:						
Task:						
SECTION 3 – Appellant Declaration						
I have read and understood the GIC Appeals Policy and acknowledge that GIC will use an independent assessor to resolve this appeal, and that I will be given the opportunity to present my case formally at an interview. Should the appeal progress to an external arbitrator, I agree to pay the arbitrator fee for this appeal; however, should my appeal be successful I will receive a full refund of this fee.						
Signature:				Date:	/ /	
SECTION 4 – Appeal Details						
Please tick the area relating to your grounds for appeal:						
<input type="checkbox"/> Internal Appeal						
<input type="checkbox"/> Assessment Appeal						
<input type="checkbox"/> External Appeal						
Please outline the situation for your appeal (Provide supporting evidence for your claim) :						
Appeal discussed with the Assessor: <input type="checkbox"/> YES <input type="checkbox"/> NO						
Appeal has been successfully resolved: <input type="checkbox"/> YES <input type="checkbox"/> NO						
Admin Use Only						
<input type="checkbox"/> Appeal Form Received (Admin)	Initial		Date:	/ /		
<input type="checkbox"/> Appeal Lodgement recorded (Register)	Initial		Date:	/ /		
<input type="checkbox"/> Letter of Acknowledgement sent	Initial		Date:	/ /		
<input type="checkbox"/> Appeal Forwarded to CEO	Initial		Date:	/ /		
Note: Use "Assessment Appeals Progress Form" to record further actions regarding this Appeal						