

Letter Template – Appeal to Appeals Committee

Student Name
Student Address
Student Address
[Student Email](#)
Student ID Number

The Executive Officer
University Appeals Committee
Federation University Australia
P.O. Box 663
BALLARAT, VIC, 3353

Date

To the Chair of Appeals Committee,

Re: Regulation 2.2

In accordance with Federation University's Regulation 2.2, I am writing to appeal the decision of the _____ in relation to my _____.

The grounds for my appeal are based around _____ ((a) new evidence, not known to the student at the date of the decision being appealed, which becomes apparent since the date of that decision;

(b) irregularity of procedure in the recommending and/or the making of the decision appealed against.)

(Describe what has happened and explain the new evidence or the irregularity of procedure.)

(Describe the outcome are you seeking.)

Yours Sincerely,

Student Name

Student ID Number