

Student Administration - Operations  
**Appeal for Review of E Grade**

Appeals Review Officer  
Locked Bag 1797, Penrith South DC NSW 1797



**IMPORTANT INFORMATION**

- Read the Important information on page 2 before completing this form.
- Please ensure that if you have indicated that supporting documentation is attached in Section 3 that it is actually attached to this application at the time of lodgement.
- Please complete this form in BLACK INK using CAPITAL LETTERS.

**1 - PERSONAL DETAILS**

UWS student ID number      Daytime Contact Number      +      OFFICE USE ONLY - APPEAL NUMBER

Title      Family name

Given name(s)

Course number      Course name      Teaching session including year

**2 - UNIT DETAILS AND REASON FOR WHICH APPEAL IS BEING LODGED**

UNIT CODE	UNIT NAME	UNIT CODE	UNIT NAME

Please state briefly the reason/s you are applying for a review:

**3 - SUPPORTING DOCUMENTATION**

Students are not required to re-submit supporting documentation which was attached to their original Withdrawal Without Academic Penalty application, however, if further supporting documentation is available it should be attached to this form.

Is additional supporting documentation attached:      Yes  No

**4 - STUDENT DECLARATION AND SIGNATURE**

I declare that the information provided by me on this form is true and correct. I also agree to the release of personal information about me for the purpose of processing this application.

**X** STUDENT'S SIGNATURE      DD / MM / YYYY      +

**OFFICE USE ONLY - REVIEWERS SECTION**

Has the original Withdrawal Without Academic Penalty application been reviewed?      Yes  No

Has the student attached any additional supporting documentation to this application?      Yes  No

If yes, does the additional documentation, in conjunction with the original application, support the student's case for review?      Yes  No

Is this appeal successful?      Yes  No

Comments:     

Date Received

**X** REVIEWER'S SIGNATURE      DD / MM / YYYY

# Important information for students wishing to lodge an appeal for the review of an E grade

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## Completing the form

Students who wish to lodge an appeal for the review of an E grade should complete sections 1 to 4 of this form.

If there is additional documentation which was not lodged with original application that would support this application, it should be indicated in section 3 and attached and submitted with this application.

## When will you know the outcome of your appeal?

You should receive advice in writing of the outcome of this appeal within 45 days of lodgement. If you have not received advice within this timeframe please email [enrolments@uws.edu.au](mailto:enrolments@uws.edu.au)

This appeal is the final decision of the University. Please do not contact the University for reconsideration.

## What can I do if my appeal is unsuccessful?

If this application is unsuccessful, you have the right to apply for reconsideration under section 37 of the *Administrative Appeals Tribunal Act 1975 (AAT Act)*. Further details are available on the web at: [www.aat.gov.au](http://www.aat.gov.au)

## Lodging the form

This form may be lodged in person at any Student Centre or posted to:

Appeals Review Officer  
Academic Registrars Unit  
Building I, Penrith Campus  
University of Western Sydney  
Locked Bag 1797  
Penrith South DC NSW 1797

PRIVACY STATEMENT: Other than as authorised or required by law, the University will only use information collected via this form for the purposes for which it is being collected and in accordance with the University's functions and activities associated with your enrolment. Some specified information will be provided to third parties such as DEST, other government and external agencies, and to the student associations where there are requirements on the University to do so. All information will be collected, stored, accessed, disseminated or destroyed in accordance with relevant privacy, records management and other laws and the University's policies.