

APPEAL AGAINST INTENTION TO CANCEL ENROLMENT

This form is to be completed by overseas students who want to appeal against the intention to cancel by Bright Minds Point. This form must be read in accordance with the Complaints and Appeal policy.

***This form will not be accepted without supporting evidence.**

Received By:	
Date:	

Which type of cancellation are you appealing against?	Please Tick
Non-payment of Fees	<input type="checkbox"/>
Unsatisfactory course progress	<input type="checkbox"/>
Unsatisfactory Attendance	<input type="checkbox"/>

STUDENT INFORMATION

Student ID:			
Family Name:		First Name:	
Course Enrolled:			
Current Address:			
Contact Number:		Email:	

You have the right to appeal against the institution's decision to cancel your enrolment. The appeal period is generally 20 working days. However, you must always refer to the timeline mentioned in the notification sent to you.

Describe in your own words why you believe you should not have your enrolment cancelled:

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List actions you believe you could take that would assist us in allowing your enrolment to continue:

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List support that you would like to receive from Bright Minds Point that you believe would help you to have your enrolment allowed to continue:

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Student Signature:		Date:	
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Flowchart of Complaints & Appeals Procedure

When a student lodges complaints and appeal, the student is informed of the following procedure. The student may choose to have the appeal heard under either the internal or external process.

