

(Student name  
Student ID number  
Student email address)

The Executive Officer  
University Appeals Committee  
Federation University  
By email: [university.appeals@federation.edu.au](mailto:university.appeals@federation.edu.au)

(DATE)

To the Chair of the University Appeals Committee,

Re: Regulation 2.2

I am writing to appeal the decision of (the title of the position or department who made the decision, e.g. the Dean of School) regarding my (outline what the decision was e.g. rejecting my special consideration application)

The grounds for my appeal are:

(select one or both, if only one ground is applicable, remove the one that does not apply)

1. New evidence - new information not known to the student and/or the decision-maker at the date of the decision being appealed, (or which the decision maker was unable to take into consideration at the time of the original decision), which becomes apparent after the date of that decision. And/or
2. Irregularity of procedure in the recommending and/or making of the decision made against a student

### List of evidence

(Include a list of any evidence or documents that you will attach with your appeal.)

### Statement of Appeal

(Describe what has happened and explain the grounds for your appeal. It's helpful to include specific dates and details that relate to your appeal.)

If talking about new evidence, first read the [Appeal to University Appeals Committee Procedure](#) for examples. Then list the evidence, explain how it supports your appeal and make sure to include a copy of the evidence with your appeal submission.

If talking about irregularity of procedure, make sure to refer to any specific University legislation, policy, or procedures that you believe have not been followed in the making of the decision you are appealing against)

### Requested outcome

(Describe what outcome you are seeking by making this appeal, e.g. I would like to ask for my Special Consideration application to be approved)

Thank you for considering my appeal.

Yours sincerely,

Student name  
Student ID number

#### Student Advocacy tips

- Everything in blue text needs to be in your own words about your appeal
- Don't forget to complete and attach the [appeal form](#) when you submit your appeal