# How to use this template

**Before getting started**

* Ensure you are aware of the [deadline to submit your appeal](https://www.csu.edu.au/current-students/support-services/help-information/reviews-appeals/process).
* Take the time to read and understand the appeals process on the [Reviews and Appeals website](https://www.csu.edu.au/current-students/support-services/help-information/reviews-appeals). Read the [University Student Appeals Procedure](https://policy.csu.edu.au/document/view-current.php?id=478) and Policy if you’d like to learn more.

**Work through the steps below to prepare your appeal**

### Step 1: Subject and session

* Add the relevant Course and Study session next to the appropriate headings.

**Step 2: Outcome**

* Add the Admission into University outcome from the email notifying you of outcome of your application. The subject line will include ‘*Here’s an update on your application’*.
* You can copy and paste or take a screenshot of the outcome. The Appeals Officer will need to see the complete outcome you received from the Admissions Office. Ensure you include all details of the decision in this section.

**Step 3: Grounds for appeal**

* Include the ground(s) for your appeal. If you are only appealing on one ground, delete the irrelevant ground.
* [Build a Strong Appeal Application](https://www.csu.edu.au/current-students/support-services/help-information/reviews-appeals/strong-application) explains the grounds in detail if you are unsure.

**Step 4: Your rationale/argument**

* Include a clear rationale (argument) describing how you meet the ground(s) you have chosen.
* Include any evidence that links to your argument and explain how and why it is relevant in the body of your letter.

# Tips

* Keep your letter brief, clear, and to the point.
* Use subheadings and bullet points to stay on topic. A timeline of events showing what happened and when may also help.
* Before submitting your appeal:
  + Check that your letter meets the minimum requirements. These are listed in [Section 3 of the University Student Appeals Procedure](https://policy.csu.edu.au/document/view-current.php?id=478#:~:text=Top%20of%20Page-,SECTION%203%20%2D%20PROCEDURES,-Seeking%20a%20review).
  + Contact a [Student Advocate](https://www.csu.edu.au/current-students/support-services/specialist-services/advocacy-and-support) for feedback and suggestions at least 48 hours before your due date.

|  |
| --- |
|  |

[Click to select a date]

University Student Appeals Officer

Charles Sturt University

Boorooma Street  
Wiradjuri Country

WAGGA WAGGA, N.S.W 2650

Dear University Student Appeals Officer,

**RE: My appeal application**

I wish to appeal a decision under clause (16) k. of the [University Student Appeals Policy and Procedure](https://policy.csu.edu.au/document/view-current.php?id=441).

**The ground on which I have chosen to appeal falls under clause:**

(Choose from: 10a, 10b).

1. there is evidence that there has been a failure to provide procedural fairness in hearing and/or making a decision on the student’s transfer application; or
2. there is new evidence of factors outside the student’s control, which:
3. the student could not reasonably have been expected to provide at the time the original decision was made, and
4. would have been a significant factor in the original decision.

**Course:**

**Study session:**

**Unsuccessful Admission Application outcome:**

**The ground on which I have chosen and the reason why I meet the ground for appeal falls under clause:**

**10a – If you have applied on this ground, a rationale is required.**

The reason I believe I was denied procedural fairness is….

**10b - If you have applied on this ground, a rationale is required.**

The new evidence is…

The reason I could not have been expected to provide this evidence at the time is… **OR**

The reason I think this evidence would have been a factor in the original decision is…

Yours sincerely,

[Name]

[Country]

[Student ID Number, Email Address]