# 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 Subject code and Study session next to the appropriate headings.

**Step 2: Outcome**

* Add the Workplace Learning Exclusion outcome from the email notifying you of the workplace learning exclusion decision.
* You can copy and paste or take a screenshot of the outcome. The Appeals Officer will need to see the complete outcome you received. 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) c. 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 decision of the refusal of permission; 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.

**Subject code:**

**Study session:**

**Workplace Learning exclusion 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]