



Student received Intention to Report Letter

- Reason 1: Non-Payment of Fees
- Reason 2: Unsatisfactory Course Progress (<50% in two consecutive terms)
- Reason 3: Unsatisfactory Attendance (<80%)
- Reason 4: Misbehaviour

The student receives an Intention to Report Letter and is informed that they have 4 weeks to appeal the decision.

Student contacts College to appeal the decision

Student does not appeal the Intention to Report letter

The student fills out the Complaints/Appeals Form, submits evidence of compassionate and compelling circumstances, and arranges a meeting with the Welfare Counsellor and Academic Support Department.

- Option 1: Contact SSO to book
- Option 2: Book through the website.

The College reports the student for applicable reasons

The College assesses the appeal documentation and provides an outcome within 10 business days.

Student may lodge an appeal with the Overseas Student Ombudsman within 10 days from the Outcome Letter

Conditionally/Successful Outcome

Unsuccessful Outcome

The College continues to monitor the student closely until the end of enrolment as the student must adhere to the academic intervention entered.