

External Appeal Form

Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.

Title: Mr / Ms / Miss / Mrs	Student Name:
Student Number:	Phone:
Course Title:	Email:
Group:	Date:

Postal Address:

I have received Sydney Metro College's Decision on my Internal Appeal and wish to appeal Externally to:

- Australian Council for Private Education and Training (Domestic Students)
- Overseas Students Ombudsmen (International Students)

Internal Appeal Information

Date of SMC receiving my complete Internal Appeal Application: _____

Date of SMC's decision on my Internal Appeal Application: _____

Note: You must appeal externally within 10 working days from the date of SMC's internal appeal decision. During this time and while the appeal is being considered, you must attend all classes.

External Appeal Information

Australian Council for Private Education and Training (ACPET) - Tel: 1800 657 644

Overseas Students Ombudsmen (OSO) – Tel: 1300 362 072

Student Declaration: A SMC staff member has assisted me in accessing and submitting my external appeal application. I have submitted all required documentation and information in line with ACPET or OSO's external appeal requirements. All information provided by me in this form is accurate, true and correct.

Student Signature:	Date of submitted External Appeal Application:
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Office use only.

Application Received By	Name:	Signature:	Date:
Action Taken By	Name:	Signature:	Date:



RTO No: 41204 | Cricos Code: 03427D

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Comments (If there is insufficient space, attach additional sheets).
