Insert:

Date

Student ID

Student Name and email address

Dear

Thank you for your appeal against the finding and/or the penalty applied recently to you under the Student Behavioural Misconduct Rules.

I/The Student Conduct Appeals Committee has/have considered carefully your appeal and the original investigation and I/the Committee find as follows:

you have not shown sufficient grounds for the appeal and therefore dismiss it.

that your appeal is upheld and the penalty cancelled (if relevant add the University will immediately implement any decision and/or correction and preventative action required – provide details)

that the original finding is upheld but the penalty is changed to [new penalty], which will be implemented immediately.

that the original finding and the penalty [original penalty] are upheld, which will be implemented immediately.

The reason for this determination is (insert brief reasons for decision).

This now completes the processes under the Rules for this case.

[For upheld findings and/or penalties]

**Your Right of a Review.** You have the right to seek a review of the processes (but not the merits of the decision) reached under these Rules through the NSW Ombudsman, contact details of which are at the bottom of this letter. However, beyond the Review the University now considers this matter ended and further communication regarding this case will not be entered into.

**OR**

Insert for student visa holders

**Your Right of a Review.** You have the right to seek a review of the processes (but not the merits of the decision) reached under these Rules either through the University Ombudsman or the NSW Ombudsman, contact details of which are at the bottom of this letter.

**YOU MUST ADD FOLLOWING IF OUTCOME IS TERMINATION OF THE STUDENT VISA HOLDER”S ENROLMENT AT THE UNIVERSITY**

If you seek an external administrative review you must apply to the NSW Ombudsman within twenty working days of the date of this notification, and immediately submit to the University evidence of the external review application (the unique identifying number of the external review will be required for verification purposes) to [appeals@une.edu.au](mailto:appeals@une.edu.au)

If you do not inform the university that you have lodged an application with the NSW Ombudsman,twenty (20) working days from the date of this notification the penalty will be actioned and you will then be reported to the Department of Education, via the government database PRISMS. This action will also notify the Department of Immigration and Border Protection that you are no longer a current genuine student. As your Confirmation of Enrolment will be cancelled this may affect your student visa. I strongly recommend you contact DIBP to see what the impact of your exclusion from studies will have on your student visa, phone 131 881 or visit <http://www.immi.gov.au/> .

Yours sincerely

**Relevant Appellant Officer or nominee under the Rules**

or

**Chair, Student Conduct Appeals Committee**

CRICOS Provider Number: 00003G

Cc Manager of International Services and Compliance if international student’s enrolment is to be terminated

**Contact details:**

NSW Ombudsman <http://www.ombo.nsw.gov.au/>