



#### Other Interested Parties

#### Supporting Documents Attached

Please list all extra documents attached to this form.

Magill College Pty Ltd Trading as Magill College Sydney  
ABN: 67 090 050 990 CRICOS Provider Code: 01994M RTO No: 91367

### Declaration

I declare that the information provided by me in this appeal along with any supporting documentation submitted (where applicable), is true, complete and accurate to the best of my knowledge and belief. I understand that the information I have provided will be used by Magill College Sydney solely for the purpose of investigating and resolving the appeal in accordance with the College's policies and procedures.

I acknowledge that providing false or misleading information may compromise the integrity of the process and could lead to the complaint being dismissed or other appropriate action being taken.

I understand that I may be contacted for further clarification or invited to attend an interview to provide additional details or respond to questions relating to this matter. I agree to cooperate fully with the investigation and will make myself reasonably available for any follow-up during the investigation process.

I also acknowledge that Magill College Sydney will maintain confidentiality in the handling of my complaint and will only disclose information to relevant personnel involved in the resolution process with written consent and/or to external agencies (if required by law). I understand that I also have the right to access external appeals process if I have chosen to access the internal complaints and appeals process and am not satisfied with the outcome of this decision. The external appeals body, Commonwealth Ombudsman, can be contacted on 1300 362 072 (Australia) or +61 2 5117 3600 (International) or via website <https://www.ombudsman.gov.au/>. If the result of the internal appeal favours the decision of Magill College Sydney, I will have ten (10) working days after the day on which I am considered to have received the notification of result to access the external appeals process. I shall notify Magill College Sydney in writing of their decision with an appeals lodgement record to pursue an external appeal no later than five (5) working days after the conclusion of this ten-day period.

|  |  |                       |  |
|--|--|-----------------------|--|
| <b>Name of Appellant:</b>                |  |                       |  |
| <b>Signature:</b>                        |  | <b>Date:</b>          |  |
| <b>OFFICE USE ONLY</b>                   |  |                       |  |
| <b>Receiving Officer Full Name:</b>      |  | <b>Date Received:</b> |  |
| <b>Signature (Receiving Officer):</b>    |  |                       |  |
| <b>Name of Appointed Decision-Maker:</b> |  | <b>Position:</b>      |  |
| <b>Acknowledgement Sent Date:</b>        |  |                       |  |
| <b>Investigation Commencement Date:</b>  |  |                       |  |
| <b>Decision Finalisation Date:</b>       |  |                       |  |
| <b>Signature:</b>                        |  |                       |  |

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