

HOW TO APPLY

- Before submitting this form please read the **Awarding of Grades Policy and Procedure** and the **Assessment Policy** published on IGI's website <https://www.igi.edu.au/students/policies-and-procedures/>.
- Complete and email this form to support@igi.edu.au within 5 working days of publication of final grades.
- Please attach evidence to support your request (if applicable).
- Students will be notified by email of the outcome of their review of grade request.

STUDENT DETAILS:

Student number: _____ Student name: _____

Phone: _____ E-mail: _____

COURSE:

<input type="checkbox"/> Bachelor of Business Management	<input type="checkbox"/> Bachelor of Digital Marketing
<input type="checkbox"/> Associate Degree of Business Management	<input type="checkbox"/> Bachelor of Entrepreneurship and Innovation
<input type="checkbox"/> Diploma of Business Management	

REVIEW OF GRADE REQUEST

Unit code: _____ Unit name: _____

Grade: _____

Reasons for requesting a review of grade (please use additional sheet if required):

What is the outcome you are hoping to achieve from this review of grade?

Do you have any evidence to support your review request? Yes No

If yes, please list the evidence provided:

STUDENT DECLARATION

- I declare that the information provided by me on this form is true and correct.
- I have read and understood the **Awarding of Grades Policy and Procedure** and the **Assessment Policy** published on IGI's website.
- I agree and give my permission to IGI to the release of personal information for the purpose of resolving this appeal.

Student's Signature: _____ **Date:** _____

IGI USE ONLY

APPEAL RECEIVED

Evidence provided: Yes No **Date Received:** _____

Notes: _____

Approved By:

Name: _____ **Position:** _____

Signature: _____ **Date:** _____

Student advised in writing: YES **Recorded on student file:** YES