

This form is to be completed by candidates wishing to appeal their subject assessment. The appeal application must be submitted on this form via email to taxeducation@taxinstitute.com.au. Before applying, please ensure you read and understand the Appeal Policy which is available in the [Candidate Handbook](#). HEPCO Pty Ltd trading as The Tax Institute Higher Education. ABN 30 642 863 787.

WD

Date of issue: September 2021

1 Candidate information

 Please update my details

Title: Mr Mrs Miss Ms Other (please specify)

Candidate ID: Date of birth:

First name: Last name:

Address:

Suburb: State: Postcode:

Country:

Email:

Telephone: Mobile:

Privacy: HEPCO Pty Ltd, trading as The Tax Institute Higher Education (HEPCO), a subsidiary of The Tax Institute ("TTI"), together with TTI collects, uses, holds and discloses personal information in accordance with TTI's Privacy Policy. By submitting your application to HEPCO, you confirm that you have read TTI's Privacy Policy and you consent to your personal information being collected, used and held by TTI and disclosed to third parties in accordance with TTI's Privacy Policy. TTI's Privacy Policy is available at taxinstitute.com.au/footer/privacy-copyright-and-disclaimer.

2 Subject details

Select and complete the details of the subject which you are applying to appeal the assessment, study period and the year of enrolment:

ATL001 CTA1 Foundations	Study Period	Year
ATL002 Commercial Law 1	Study Period	Year
ATL003 CTA2A Advanced	Study Period	Year
ATL004 CTA2B Advanced	Study Period	Year
ATL005 Commercial Law 2	Study Period	Year
ATL006 Commercial Law 3	Study Period	Year
ATL007 Advanced Superannuation	Study Period	Year
ATL008 Tax for Trusts	Study Period	Year
ATL009 Corporate Tax	Study Period	Year
CTA3 Advisory	Study Period	Year
GST/BAS	Month	Year

3 Appeal details

Select the relevant category below:

- feedback on formative assessments was not provided within a reasonable time
- The Tax Institute Higher Education provided incorrect information on the format or content of an exam
- an assessment decision was made using assessment methods that were not according to policy
- the candidate was disadvantaged in the Letter of Advice/exam attempt*
- there is an empirically-supported allegation of bias

*Where an appeal is upheld, The Tax Institute Higher Education will void the candidate's grade and allow complimentary enrolment into the subject that the candidate appealed their mark and grade.

4 Application particulars

Please explain the reason for your application. Provide a clear statement of the facts around any relevant events and provide details of the adverse effect on your assessment performance. Please include specific details of relevant events. You may attach your application particulars as a separate document if you prefer.

5 Supporting evidence

I include with my application the following documentary evidence, please explain:

6 Candidate Declaration

Candidate name: (BLOCK LETTERS):

Candidate ID:

- I declare the information provided by me in this application is true and correct.
- I acknowledge that The Tax Institute Higher Education reserves the right to contact the author of any attached document to confirm its authenticity and accuracy.
- I authorise The Tax Institute Higher Education to provide access to this information to the administrative and academic staff who administer and assess this application.
- I acknowledge that The Tax Institute Higher Education may vary or reverse any decision made on the basis of incorrect or incomplete information.
- I understand that if am granted a subsequent enrolment in a subject, I will receive a grade of Discontinued Without Fail for the enrolment that this application applies to.
- I understand that incomplete or unsupported applications cannot be considered by The Tax Institute Higher Education and that provision of false or misleading information is grounds for academic misconduct and/or professional misconduct.

Signature:

Date of signature:

DD/MM/YYYY

For further information please contact us on **1300 829 338** or email taxeducation@taxinstitute.com.au.

To apply

Email taxeducation@taxinstitute.com.au
Mail L37, 100 Miller Street North Sydney NSW 2060
Call 1300 829 338

Submit form