In order to appeal disciplinary action and/or eviction from residence, the student must submit *Notice of Appeal* to the Manager, Residence Life or his/her designate within 10 working days of the action and/or eviction being appealed.

**The Notice of Appeal must include:**

1. The date of submission, full name, student ID, and contact information and signature.

2. Information about what is being appealed, e.g.
   - A finding that conduct amounted to misconduct, or
   - A penalty imposed.

3. The reasons for appealing the decision, including an explanation of the circumstance(s) claimed (see below) as a ground for the appeal.
   - There was a fundamental procedural error seriously prejudicial to the individual
   - There was clear evidence of bias in the process or decision
   - The severity of the penalty imposed exceeds the nature of the offence for reasons identified

4. Information about the result being sought by the individual.

The Notice of Appeal will be reviewed by the Manager, Residence Life or his/her designate who will contact the student to arrange a meeting to review the appeal. The Manager, Residence Life or his/her designate will also meet with residence staff and take whatever steps are seen as appropriate in the circumstances to review the appeal. Normally, within 20 working days of receiving the *Notice of Appeal* the Manager, Residence Life or his/her designate shall deliver to the student a written decision with reasons.