

**APPLICATION TO APPEAL A DECISION**

Before completing this application, you should familiarise yourself with the **Reconsideration, Review and Appeals Process By-law,** available on the Governance page of the RACP website.

**Section 1 - Applicant details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | Surname |  | Given name(s) |  |
| Home address | | |  | | |
| Postal address *if different from home* | | |  | | |
| Email address | | |  | | |
| Telephone contacts | | | Mobile | | |
|  | | | Work | | |
|  | | | Home | | |

**Section 2 - Contact details of others acting on your behalf (if required)**

**Note**: You are not required to be represented by another party but if you are, please provide their details.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | Surname |  | Given name(s) |  |
| Postal address | | |  | | |
| Email address | | |  | | |
| Telephone contacts | | | Mobile | | |
|  | | | Work | | |
|  | | | Home | | |

**Section 3 - Details of the Decision you wish to Appeal**

|  |  |
| --- | --- |
| Decision that you are seeking to appeal |  |
| Date of the correspondence advising you of the Decision |  |
| College Body that made the Decision |  |

State the grounds of appeal and the matters in issue. Include relevant correspondence from the College.

Note: The applicant may prove any additional information or material considered relevant to the Decision and/or subsequent Reconsideration and/or Review Decisions.

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**Section 4 - Signature of the Applicant**

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Applicants will be notified that a payment is pending and can be managed via their MyRACP account following receipt of the application for appeal a decision. The appeal process cannot commence until the fee is paid

This application must be received by the College within the timeframe specified in the **Reconsideration, Review and Appeals Process By-law.**

The application may be submitted by post or in person to:

Chief Executive Officer  
The Royal Australasian College of Physicians  
145 Macquarie Street  
SYDNEY NSW 2000  
AUSTRALIA

OR

scanned and sent by email to the College email address, being: RACP@racp.edu.au