

Appeal Policy for Host Background Check Rejections

1. Introduction

SCOTS English College (“the College”) is committed to fairness and transparency in our host selection process. If your application to become a host has been declined based on the results of a background check, you have the right to appeal the decision. This Appeal Policy outlines the process for submitting an appeal and the criteria for review.

2. Grounds for Appeal

You may appeal the decision if you believe:

- The background check results were inaccurate or incomplete.
- There were errors in the application or review process.
- There is new, relevant information that was not previously considered.

3. Appeal Procedure

3.1 Submission of Appeal

- **Form:** Complete the Host Appeal Form, which can be obtained from SCOTS English College’s website or by contacting the Appeal Coordinator.
- **Content:** Include a detailed explanation of the grounds for your appeal, any supporting documentation, and any new information that may impact the decision.

3.2 Deadline for Appeal

- **Timing:** Appeals must be submitted within 7 days from the date of the notification of the background check decision.

3.3 Review Process

- **Receipt Confirmation:** The Appeal Coordinator will acknowledge receipt of your appeal within 5 business days.
- **Review Committee:** Your appeal will be reviewed by a designated Appeal Review Committee, which consists of 3 impartial members from the College.
- **Investigation:** The committee will examine the appeal, review any new evidence, and may consult with relevant parties involved in the background check process.

4. Decision Making

4.1 Outcome Notification

- **Decision:** You will be notified of the outcome of your appeal in writing within 10 business days from the date your appeal was received.
- **Details:** The notification will include the reasons for the decision and any actions taken based on your appeal.

4.2 Final Decision

- **Binding:** The decision of the Appeal Review Committee is final. If the appeal is upheld, the original decision may be revised, and you will be notified of the new decision and any further steps.

5. Confidentiality

All information related to the appeal process will be handled with strict confidentiality. Only individuals directly involved in the appeal process will have access to your personal information and appeal details.

6. Record Keeping

- **Documentation:** All records related to the appeal, including the Host Appeal Form, correspondence, and the committee's decision, will be kept securely in accordance with SCOTS English College's Privacy Policy.

7. Contact Information

For any questions or to obtain the Host Appeal Form, please contact:

- **Appeal Coordinator:** Patrick Hayeck
- **Email:** patrick@scotsenglish.edu.au
- **Phone:** + 61 2 8201 5281

8. Policy Review

This policy is reviewed periodically and may be updated to reflect changes in regulations or procedures. Any significant changes will be communicated to affected individuals.

Acknowledgment

By submitting an appeal, you acknowledge that you have read and understood this Appeal Policy and agree to abide by the outlined procedures.

Thank you for your understanding and cooperation. We strive to ensure a fair and transparent process for all applicants and appreciate your patience throughout the appeal process.

