

Complaint and Appeal Form



Student Name

Course

Student Address

Street

Town/Suburb

Postcode

Contact Phone Nos:

Home

Work

Mobile

Complaint

Appeal

Please complete Part A or Part B as appropriate

Part A - Complaint

Describe the nature of the complaint/grievance that you have.

Please give as much detail as you can. If you need more space, attach more paper to this form.

Were there any witnesses to the situation:

Yes

No

If yes, please provide their personal and contact details if known. If there is more than one witness, please attach a list with their details on a separate page.

Name Of Witness

Address

Street

Town/Suburb

Postcode

Contact Phone Nos:

Home

Work

Mobile

Part B - Appeal

Describe the grounds for your appeal.

Please give as much detail as you can. If you need more space, attach more paper to this form.

Please sign the following agreement

I, (full name)

of (address)

have provided the information on this form honestly and truthfully. After exhausting informal processes, I remain dissatisfied with the situation I have described above.

Signature

Date

Part C - Office Use Only

Date Complaint/Appeal Received

Complaint Received By (name)

Position

Outcome

Complainant/Parties Notified:

Yes

No

Manager Signature

Date