

Complaint and Appeals form

Complainant/ Appellant Details			
Complainant	☐ Student ☐ Parent/Carer ☐ Other	Date	
Name		Student Number	
Home Phone		Business Phone	
Mobile		Email	
Type of Complaint/ Appeal			
☐ Appeal of Assessment Decision ☐ Appeal of RPL/Credit Transfer decision ☐ Complaint ☐ Other _____			
Complaint/Appeal Details			
Description			
Proposed Resolution			
Name			
Signature			
Date			

Office Use Only (must be responded to within 5 working days)			
Date Statement Received		Complaint/ Appeal Type	☐ General ☐ VET
Referred to	☐ Principal ☐ Deputy Principal ☐ Career advisor coordinator	Forwarding Officer	
Action Taken			
Outcome and reason for Decision			
Follow up Contact			
Date copy provided to student/parent/guardian			
Signature			
Date			

File location: C:\Users\srule8\AppData\Local\Microsoft\Windows\I\NetCache\Content.Outlook\VS5TD2EL\Complaint and Appeal form.docx
19th January 2026

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Ownership:

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RTO Manager Craig Boardman
Approved: