

Complaint and Appeals Form

Complainant/ Appellant Details			
Complainant	<input type="checkbox"/> Student <input type="checkbox"/> Parent/Carer <input type="checkbox"/> Other	Date	
Name		Student Number	
Home Phone		Business Phone	
Mobile		Email	
Type of Complaint/ Appeal			
<input type="checkbox"/> Appeal of Assessment Decision <input type="checkbox"/> Appeal of RPL/Credit Transfer decision <input type="checkbox"/> Complaint <input type="checkbox"/> 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	<input type="checkbox"/> General <input type="checkbox"/> VET
Referred to	<input type="checkbox"/> Principal <input type="checkbox"/> Deputy Principal <input type="checkbox"/> 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: /Users/emars109/Desktop/Complaint and Appeal Form.docx
 19th January 2019
 Nambour State College 30084

Version date:
 Ownership:

Review date: 19th January 2020
 RTO Manager Angela Hix
 Approved: