



Complaints And Appeals Form

Date: _____

[☐] Client Appeal

[☐] Client Complaint

From: (Student ID & Name) _____

Section A – Student to Complete

Details including cause:

[☐] support documents attached

[☐] support documents will be provided at meeting

Signed by:

Date:

Internal Appeal Meeting Booking Date:	
Minutes of Meeting	
Attendance	
Details (attach separate document if required):	



Section C – Office Use Only

Outcome / Decision		Date:	
<input type="checkbox"/> Upholding Student's Appeal			
<input type="checkbox"/> Not Upholding Student's Appeal			
Details:			
Outcome Provided to Student			
Details:	Completed by:	Date:	
<input type="checkbox"/> Outcome letter sent to student			
<input type="checkbox"/> External Appeal Process sent (if applicable)			
Any Corrective and Preventative Action implemented further to the outcome of the internal appeal process.			
Details:		Completed by/Date	