

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:

Section B – Office Use Only

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