

Complaints and Appeals Form

Complete the following form and lodge via relevant email. See Complaints and Appeals Policy & Procedure for more details.

SECTION A. Your Details

Date:	
Your Name:	
Student ID: <i>(If Applicable)</i>	
Contact Details:	Phone:
	Address:
	Email Address:

Please indicate which of the following applies to you:

<input type="checkbox"/> Prospective student	<input type="checkbox"/> Past student	<input type="checkbox"/> Staff Member
<input type="checkbox"/> Current student	<input type="checkbox"/> Workplace or Employer	<input type="checkbox"/> Other <i>(Please specify)</i> _____

Please indicate which of the following you are lodging:

<input type="checkbox"/> Complaint	<input type="checkbox"/> Appeal <i>(unrelated to assessment)</i>	<input type="checkbox"/> Assessment Appeal
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SECTION B. Complaint / Appeal Details

Please outline the reasons for your complaint or appeal in as much detail as possible.

Attach additional pages and supporting information as required

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SECTION C. Suggestions			
Please outline a suggestion/s you believe would resolve this issue.			
Identify below any particular staff members of Clinton English, who you believe may need be involved in the investigation process of this complaint /appeal and why?			
SECTION C. Suggestions			
ONLY Complete this section if you are appealing an assessment outcome.			
Outline the Unit and Assessment task this appeal is in relation to?			
Signed:		Date:	/ /

Please forward this completed form to the relevant nominated email address below for lodgment:

ceadmin@clintonenglish.vic.edu.au

Office Use ONLY	
Date Received:	___ / ___ / _____
Acknowledgement Letter Sent Date: <i>Must be sent within ten (10) working days</i>	___ / ___ / _____
Complaint/ Appeal Outcome:	<input type="checkbox"/> Successful <input type="checkbox"/> Unsuccessful