



## Complaints And Appeals Form

### Student's Personal Details

Full Name:		Date Of Birth	
Position of Complainant/Appellant:			
Phone No:			
Email:			
Address:			

If the complainant is student, please provide the following details

Student ID:	
-------------	--

Course Code:	
--------------	--

### Complaint/Appeal details

Complaint Details	Appeal details
Date of the cause of the complaint: _____ <b>Reason for the complaint:</b> <input type="checkbox"/> Any staff member (please provide the name) _____ <input type="checkbox"/> Services (Please specify) _____ <input type="checkbox"/> Other (Please Specify) _____  <b>Have you complained about the issue before?</b> <input type="checkbox"/> yes <input type="checkbox"/> No If yes, please give the date, the complaint was lodged: _____	Date to which this appeal refers to: _____ <b>Reason for the appeal:</b> <input type="checkbox"/> Assessment outcome <input type="checkbox"/> Any outcome of your application. <input type="checkbox"/> Any disciplinary action to be taken against you. <input type="checkbox"/> other (please specify below):

<b>Course Name:</b>          
---



## Complaint/Appeal Summary

(Please give detailed explanation of complaint/appeal and attach any supporting evidence )

## Declaration

- All the information provided in this form is correct and accurate to the best of my knowledge.
- I am happy to attend any meeting with relevant persons required to resolve the issue.

**Signature:**

**Date:**