

## COMPLAINTS AND APPEALS FORM

### Form to be used for:

- Appeals against academic assessment;
- Appeals against the notification of intention to cancel eCOE;
- Appeals against the result of an application for special consideration;
- Appeals against application for suspension/deferment/cancellation of enrolment;
- General and/or other complaints.

### Important information:

- Complaints and appeals form will be provided in accordance with Chambers School of Business (“the School”) student Complaints and Appeals Policy & procedure
- Students should read the Complaints and Appeals Policy and Procedure carefully to establish their eligibility for a complaint or appeal
- Any request for a student’s appeals must be made in writing using this form
- For an appeal to be considered through this form, all sections of this form must be completed. All relevant supporting documents should be attached to this application.

### Checklist

- I have indicated the grounds for appeal and addressed these in my submission.
- I have attached copies of all my supporting documentation.

### Personal Details:

Personal Details			
Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>			
Given Name:		Family Name:	
Date of Birth			
Address Line 1:			
Address Line 2:			
Suburb:	State: NSW	Postcode:	
Email:		Mobile:	
Student ID No:		Enrolled Course Code and Name:	
Trainer Name:			

**Details of Appeals/Complaint**

<b>Date of occurrence</b>	
<b>Reason for your submission</b>	
<b>Occurrences leading up to this submission</b>	
<b>What outcomes are you seeking?</b>	
<b>How can we improve our system to avoid these situations in the future?</b>	

**Student Declaration:**

By signing this form, I certify that the information provided is true and correct and, I have read and understood the information regarding the complaints & appeals process of the School.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**OFFICE USE ONLY**

Outcome:  Approved  Not Approved

Comments: I promise I will submit all my assignment  
(if applicable)

Processed by:

Signatures:

Date: