

COMPLAINTS AND APPEALS FORM

Form to be used for:

- Appeals against academic assessment.
- Appeals against the notification of intention to cancel COE.
- 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: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.			
Given Name		Family Name	
Student ID		Date of Birth	
Enrolled Course			
Address			
Street			
Suburb		State	NSW
Email			
Mobile			
Staff Name			

Details of Appeals/Complaint

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

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	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
Comments			
Processed by			
Signature		Date	