

## Student Grievance and Appeal Form

To be read in conjunction with the EIA *Student Grievance, Complaints and Appeals Policy and Procedure for Academic Matters, Student Grievance, Complaints and Appeals Policy and Procedure for Non-Academic Matters.*

Student Details			
Family name:		Given name:	
Student ID:		Course name:	
Contact number:		Email address:	

Grievance/Appeal Details
<p>Please state the nature of your complaint or appeal including dates, times and other people involved:</p>
<p>General complaint <input type="checkbox"/></p>
<p>Academic Complaints <input type="checkbox"/></p>
<p>Appeal against a decision made by EIA <input type="checkbox"/></p>
<p>Expected resolution date: _____</p>
<p><i>(Twenty days from the date of lodgment unless otherwise agreed by both parties)</i></p>

**Do you have any supporting evidence? If so, please list all your supporting evidence below and attach them along with the complete application form.**

<b>Student Declaration</b>	
I have read and understood the EIA <i>Student Grievance, Complaints and Appeals Policy and Procedure for Academic Matters, Student Grievance, Complaints and Appeals Policy and Procedure for Non-Academic Matters.</i>	
I declare that all information provided on this form are true and correct. I understand that providing incorrect/misleading information can result in delay in processing my Review of Grade application.	
<b>Student Signature:</b> _____	<b>Date:</b> ____/____/____

<b>OFFICE USE</b>	
Decision Outcome <input type="checkbox"/> Upheld <input type="checkbox"/> Denied	
Provide details of the assessment:	
Signature: _____	
Position Title: _____	Date: _____
<b>Administration</b>	
Notification to student: <input type="checkbox"/> Yes	Date of the notification: _____
Staff Member: _____	
Complete form and relevant supporting evidence uploaded to RTOmanager? <input type="checkbox"/> Yes	