

Student Complaint and Appeal Form

Student Details			Application Details:						
First Name:			Select your reason for this application:						
Last Nan	ne:				Appeal	Complaint			
Student	ID:			Select reason fo	or Appeal:	Select reason for Complaint:			
Mobile:				Intention to Report for Attendance		Trainer			
Email Address:				Intention to Report for Course Progress		Staff member			
Address:	Address:			Intention to Re	eport for Non-Payment	Services			
Suburb:				Student Misconduct/ Misbehaviour		Other:			
Post Cod	le:			Academic Out	come/ Decision				
Course e	enrolled:			Withdrawal/ R	Release				
Class For	rmat:			Other:					
Appeal/ Complaint Details									
to rectify, these issues so that your studies will not be affected in the future.) Attached additional pages if necessary.									
			Suppo	orting Evidence					
Attached to application I do not wish to			I do not wish to	provide	de Extension required for gathering documents				
You must provide independent supporting document (e.g. from a specialist doctor, GP, counsellor, Justice of the Peace, or any written communications) that can prove your statement as true statement. IMPORTANT: Please note, if you choose to submit your application without supporting documents, your application may be rejected. There is no further opportunity to resubmit or have your application reconsidered. You should contact us if you are having difficulty gathering supporting documents by the deadline. Outcome Seeking									
Student Declaration									
In submitting this Appeal/ Complaint application, I agree that: I have read and understood the SIA Student Complaints and Appeals Policy and Procedure. I clarify all information including supporting documents submitted is true and genuine. I hereby authorise the college to contact the professional authority concerned for the purpose of verifying. Student Signature: Type Forms Next Revision Date 30.10.2024 Document Owner Admissions Manager Portion 1.2 Date Amended 20.10.2023 Original Issue Date (1.0.7.2019)									
Version Title	1.2 Student Com	plaint and Appeal Form	Date Amended	30.10.2022 RTO: 40732	Original Issue Date CRICOS: 03376K	01.07.2018			

Page 1 of 2

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OFFICE USE ONLY										
Admin Process										
Received by (Admin Staff):			Date:							
Supporting evidence received:	Yes, attached to the application			Printed copies						
Supporting evidence received.	No, student refused to provide		Туре:	Electronic						
Referred to (Responsible staff):			Position:							
Meeting Scheduled:	Yes	☐ No	Date:							
Student notified via email:	Yes	☐ No	Time:							
Appeal/ Complaint Outcome										
Student attended meeting:	Yes	No	Date:							
Deadline given for further action:	Yes		Deadline:							
Further action required:										
	ı									
Decision:	Successful	Unsuccessfu	Date:							
Reason for Appeal/ Complaint decision:										
Responsible staff:			Signature:							
Operations Director/PEO:			Signature:							
Admin Process										
Received by (Admin Staff):	П.,		Date:							
Student notified via email:	Yes		Date:							
Student agreed with outcome:	☐ Yes	□ No	Responded:	via email in person						
Student advised external appeal:	☐ Yes	No	Advised:	via email in person						
Tracking Sheet Updated:	☐ Yes									
Application filed electronically:	☐ Yes									
Application filed in hard copy:	Yes		Date:							
Type Forms	Next Revision Date	30.10.2024	Document Owner	Admissions Manager						
Version 1.2 Title Student Complaint and Appeal For	Date Amended	30.10.2022 RTO: 40732	Original Issue Date CRICOS: 03376K	01.07.2018						

Page 2 of 2

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