

General Information

This form applies to the SGA Student Complaints and Appeals Policy and Procedure.
Use this form after you have discussed your issue with college staff.

Student details:

Title: Ms Mrs Mr

Family name:

Phone number:

Given name(s):

Email address:

Student number:

Postal address:

College:

Course:

Details of your Appeal

Provide a summary of your Appeal; include details such as the location, date, and time, names of any people involved and/or areas of the College involved.

Supporting information provided

Please attach and list below any supporting information or documentation you wish to have considered.

Have you:	
<input type="checkbox"/> Spoken to the person involved?	Name of person:
<input type="checkbox"/> Discussed the matter with a senior staff member?	Name of person:
<input type="checkbox"/> Lodged a formal complaint?	When?
What would you like to happen as a result of your Appeal?	
Tell us what you think needs to be done to address the concern you have outlined in this form and what is your suggested remedy for your issue.	
Declaration	
<input type="checkbox"/> I have read and understand the SGA Student Complaints and Appeals Policy and Procedure.	
<input type="checkbox"/> I understand that my appeal will be acknowledged and will be forwarded to the relevant Responsible Officer for review.	
<input type="checkbox"/> I acknowledge that the information and documentation provided by me as part of this complaint is accurate and true.	
<input type="checkbox"/> I understand that in making this appeal the information I provide will be treated with appropriate confidentiality and will not be disclosed to a third party unless required for the management of my complaint/appeal or by law.	
Signature: _____ Date: ___/___/___	
How to lodge your Appeal	
Please submit your completed and signed form together with any supporting documentation by email to one of the following addresses, as applicable:	
ANU College: complaintsandappeals@anucollege.edu.au	
Flinders International Study Centre (FISC): complaintsandappeals-fisc@studygroup.com	
Taylors College Sydney: complaintsandappeals-sydney@taylorscollege.edu.au	
Taylors College Perth: complaintsandappeals-perth@taylorscollege.edu.au	
Office Use Only:	
Date Received:	Receipt Provided: <input type="checkbox"/> College: File Number:
SGA Complaints and Appeals Form v2 - February 2019	