



## Student Grievance/Appeal Form

### 1. PERSONAL DETAILS

#### PLEASE USE CAPITAL LETTERS

Family Name (as shown on your passport): \_\_\_\_\_

First Name (as shown on your passport): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Student ID No. \_\_\_\_\_ Email address: \_\_\_\_\_

### 2. COURSES

Please select the course(s) you are enrolled in:

#### Undergraduate

BACHELOR OF MUSIC

#### English Language Intensive Courses for Overseas Students (ELICOS)

English for Academic Purposes (EAP) 1       English for Academic Purposes (EAP)2

If you were denied entry to one or more of the above courses, what was your preferred course start date:

\_\_\_\_\_

#### TYPE OF GRIEVANCE/APPEAL

Section 1      Please  
tick one:

- Academic grievance
- Non-academic grievance
- Internal appeal of an academic grievance outcome
- Internal appeal of a non-academic grievance outcome

Do not use this form if your complaint/appeal relates to a review of a grade. Go to the *Assessment Policy and Procedure*.



## IMPORTANT INFORMATION

If you change your address before you hear the outcome of your grievance/appeal, please contact us to ensure that your address details are updated for future correspondence.

## CHECKLIST

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

Before your form will be considered, you must complete all the sections below and attach documents (if any) relevant to your grievance. The grievance is to be addressed to:

Type of Grievance/Appeal:	Academic	Non-Academic
Formal Grievance	The Dean	The Registrar If the Registrar is whom the grievance concerns address your concern to the Compliance, Quality and Risk Manager
Internal Appeal of Outcome	The CEO	The COO

## DECLARATION

I declare the information provided on this form is accurate and I have read and understood the information regarding the grievance process of Polytechnic Institute Australia Pty Ltd. I understand that Polytechnic Institute Australia collects, uses and destroys personal information in accordance with its Privacy and Personal Information Policy and Procedure.

**Name:**

**Signature**

**Date:** / /

**Section 2 OFFICE USE ONLY**

Acknowledgement of grievance letter sent:  Yes on date:    /    /     No

Grievance recorded on the register  Yes  No

Comments: (if Applicable)

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Processed by:

Signature:

Date:    /    /