Complaints and Appeals Form

The following is a cover sheet to support your complaint/ appeal. It is to outline your complaint / appeal and you are to attach any supporting documentation.

Please indicate what your grievance is (tick the appropriate box below):

☐ Complaint

Initial notification of your dissatisfaction or an issue that has occurred

☐ Appeal

Application to have the outcome of a complaint reviewed due to dissatisfaction with the process that has been followed in dealing with the initial complaint or to have an assessment decision reviewed.

Date of submission:	
Name of Complainant:	
Detailed Description Of Complaint / Appeal: (Include an outline of your complaint/appeal with details of dates and people involved)	
Signature:	
Date:	