

Complaints and Appeals Form

| Your Details | |
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| Date: | |
| Your Name: | |
| Contact Details: | Phone: Address: Email Address: |
| Please indicate which of the following applies to you: <input type="checkbox"/> Prospective student <input type="checkbox"/> Current student <input type="checkbox"/> Past student <input type="checkbox"/> Workplace or Employer <input type="checkbox"/> Partner Organisation <input type="checkbox"/> Other _____ | |
| Please indicate if you are lodging a complaint, appeal or an assessment appeal. <input type="checkbox"/> Complaint <input type="checkbox"/> Appeal (unrelated to assessment) <input type="checkbox"/> Assessment Appeal | |
| 1. Please outline the reasons for your complaint or appeal in as much detail as possible. You may attach additional pages and supporting information as needed. | |
| For complaints and appeals not related to assessment, please complete the following. | |

Complaints and Appeals Form

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| <p>2. Please make any suggestions you have to resolve this issue.</p> | | | | | | | | |
| <p>3. Are there particular staff members of <Organisation> who may need be involved in the investigation of this complaint or appeal and in what way?</p> | | | | | | | | |
| <p>For assessment appeals, please complete the following.</p> | | | | | | | | |
| <p>4. Which unit and/or task is this appeal in relation to?</p> | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Signed:</td> <td style="width: 50%;"></td> <td style="width: 10%; padding: 5px;">Date:</td> <td style="width: 20%; text-align: center; padding: 5px;">/ /</td> </tr> <tr> <td style="padding: 5px;">Printed name:</td> <td colspan="3"></td> </tr> </table> | Signed: | | Date: | / / | Printed name: | | | |
| Signed: | | Date: | / / | | | | | |
| Printed name: | | | | | | | | |

Please return this form using the details below.

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| <p>ACC Student support team:</p> <p>NSW: 586-590 Parramatta Road, Petersham NSW Sydney 2049 NT (1):1/48, Woods Street, Darwin, NT 0800 NT (2):37 Gregory St Darwin, Parap NT 0800 Email: admissions@accollege.edu.au Website: www.accollege.edu.au/</p> |
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