Complaints and Appeals Form

The following is a cover sheet to support your complaint or appeal. It is to outline your complaint or appeal and we request that you attach any supporting documentation.

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

☐ Complaint
The initial notification of your dissatisfaction with a situation that has occurred.

☐ Appeal
An 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 your complaint or appeal: (include an outline of your complaint or appeal with details of dates and people involved)	
Signature:	
Date:	