

• Please fill it in using CAPITAL/BLOCK LETTERS and tick (✓) relevant option.

Complaints and Appeals Form  
Version 3.0  
Create Date: 03 April 2025

## Complaints and Appeals Report

Complaints and Appeals Form  
Version 3.0  
Create Date: 03 April 2025


FOR OFFICE USE ONLY – Final Sign off from CEO or Authorised Delegate – Director of Studies			
Complaint/Appeal Resolved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:    /    /	
Approved By:	Name:	Supporting documents attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		Continuous Improvement Register Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Signature:	Notification to student attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		Wisenet Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:			
Student may Appeal <input type="checkbox"/> Yes <input type="checkbox"/> No			