COMPLAINTS & APPEALS APPLICATION FORM

The following is a cover sheet to support your complaint or appeal. Please outline your complaint / appeal and attach any supporting documentation.

Date of submission: _______________________

Please note: This is your right to access the external appeals process at minimal or no cost.

STUDENT:

NAME: ___________________ STUDENT NO: ___________________ COURSE: ___________________

STAFF:

NAME: ___________________ SECTION: ___________________ POSITION: ___________________

CLIENT:

NAME: ___________________ ORGANISATION: ___________________ POSITION: ___________________

Indicate whether a Complaint or Appeal

☐ Complaint
Initial notification of an issue that has occurred

☐ Appeal
An appeal against a decision that has been made by the Danford College

Detailed Description of Complaint/Appeal:
(Provide an outline of the nature of your Appeal/complaint including dates, people involved and any supporting documentation)

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
What outcome are you seeking?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Do you have a suggested remedy for the complaint or appeal?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Signature: ___________________________________________________________ Date: _______________