

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:	
Student ID:	
Detailed Description Of Complaint/ Appeal: (Include an outline of your complaint/appeal with details of dates and people involved)	
What action have you taken to try and resolve this complaint / appeal?	
Do you have a suggested remedy to the problem?	
I hereby declare that the information provided on this form is true and correct.	Signature:
	Date:

Australian Institute of Engineering

ABN: 13 612 727 143

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RTO Section:

RTO Personnel who received this document in the first instance:	Title:	
	Name:	
	Signature:	
	Date:	
CEO to complete:	Date received:	
	Name:	
	Signature:	