

Complaints and Appeals Form

This form can be used for:

General Complaints

Complaints & appeals against academic assessment:

Appeals against the notification of intention to cancel COE;

Appeals against the result of an application for special consideration in relation to an individual student;

Appeals against the application for suspension/deferment/cancellation of enrolment:

Please note:

- You should read the complaints and appeal policy when completing this form
- Complaints and appeals will be dealt with in accordance with AETA's Policy & Procedure
- Any supporting documents relevant to your complaint or appeal should be attached to the form
- ***Processing time is 10 working days from the date of receipt***

Personal Details			
Family Name:		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Given Name:		Date of Birth:	
Address:	Suburb/City:		Post Code:
Student ID No:	Contact No:		
Email:			
Course:			

Reason for Complaint:

Reason for Appeal:

Student Declaration:

- I have read and understand Accredited Education & Training Australia Pty Ltd policy in relation to complaints and appeals
- I confirm the information provided is true and correct.
- I understand that I may be required to meet with the College (CEO/Compliance Officer) for further discussions
- I understand I will be informed of the outcome of this in writing including the reasons for the outcome.

OFFICE USE ONLY

Application received by: _____ Date: ____/____/____

Supporting Documentation Attached: ☐ Yes ☐ No

Outcome: ☐ Approved ☐ Not Approved

Summary of outcome

Compliance Officer Signature: _____

Application outcome processing

☐ Notification sent to student ____/____/____