

COMPLAINTS AND APPEALS FORM

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

Indicate what your grievance is:

☐ Complaint

Initial notification of an issue that has occurred

☐ Appeal

A complaint against a decision that has been made by Yorke Institute or an assessment decision.

Date of submission:	
Name of Complainant:	
<p>Detailed Description of Complaint: (Include an outline of your complaint with details of dates and people involved)</p> <p>What have you done to try to resolve the complaint?</p> <p>What outcome are you seeking?</p>	
Signature:	
Date:	

Office use only:

Instructions: This completed form is to be given to the Student Administration Officer who is to complete the table below and follow the 'Complaints and Appeals Policy and Procedure.'

Date received:	
Name Student Admin Officer:	
Date added to Complaints and Appeals register:	
Date RTO Manager notified:	
Name of RTO Manager notified:	