St Stephen's Catholic College, Mareeba

Student Form

Complaints and Appeals Form



Students who have a complaint or appeal should refer to the publicly available Complaints and Appeals Policy and Procedure prior to completing and submitting this form.

Student Details				
Full name				
Year level				
Email address				
Teacher/ Trainer/ Assessor				
Mobile telephone				
Date				
Complaint Details				
Qualification code				
Qualification title				
Please provide details of the complaint below:				
☐ I declare that the information & documentation given is true and accurate				
Signature of Student		Date		
Signature of Witness		Date		
	: Upheld Denied More	ovidence required		
Complaints Outcome: Upheld Denied More evidence required Written Notice Provided: Yes No				

St Stephen's Catholic College, Mareeba

Appeal Details					
Qualification code					
Qualification title					
Units of competency fo	r which appeal is being sought				
Code	Title				
Please provide reasons for requesting this appeal:					
☐ I declare that the in	formation & documentation given	is true and	l accurate		
	-				
Signature of Student			Date		
Signature of Witness			Date		
Appeals Outcome:	☐ Upheld ☐ Denied	☐ More	evidence required		
Written Notice Provide			·		
For office use only					
Processed by:	Signature:		Date:		
CEO Notified	to and Anneals Desistan				
☐ Recorded in secure Complaint☐ Notified in writing within 60 c					
	aichdar days				

The information provided on this form will be used to follow up your complaint or appeal. The information may be provided to staff or external bodies who are in a position to remedy your complaint or appeal. The information will be stored securely and you may access or correct any personal information provided at any time by contacting the person to whom you submit this form.

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