Internal Appeal - Complaints

INSTRUCTIONS: **PLEASE READ CAREFULLY BEFORE COMPLETING THIS APPLICATION**

1. You may request an appeal if you are dissatisfied with the outcome of the formal complaint.
2. This application must be lodged with the Customer Relations team within ten (10) working days of receiving the outcome of your complaint.
3. The Customer Relations team will notify you if the appeal is accepted or rejected, providing clear reason if the appeal has been rejected.
4. You are advised to contact the Student Life for assistance with your application if required.
5. Once you have completed your application, please email it to customerrelations@boxhill.edu.au

STUDENT ID:	
FAMILY NAME:	
GIVEN NAMES:	
ADDRESS:	
	POSTCODE:
PHONE:	**(HM)** **(WK)**
COURSE NAME:	
COURSE CODE:	

Please ensure you keep a copy of this form and any supporting documentation for your own records.

PLEASE SPECIFY DETAILS OF APPEAL

NATURE OF COMPLAINT:

REASONS FOR OBJECTING TO OUTCOME OF FORMAL REVIEW:

YOUR PRIVACY

Your personal information will be collected and used in accordance with Box Hill Institute's Personal Information Privacy Collection Notice – available to be viewed on the Institute's web site at: www.bhtafe.edu.au/privacy

STUDENT SIGNATURE:		**DATE:**	/ /