

F18 Complaint and Appeal Form

Student Name		
Address		
Phone		
Email		
Student ID		
<p>Please state the nature of your complaint/appeal including dates, times and other people involved. Any additional supporting documents should be attached with this form. Attach extra pages if required.</p>		
<input type="checkbox"/> General Complaint	<input type="checkbox"/> Assessment Complaint	<input type="checkbox"/> Appeal
Student Signature:	Date:	

Office Use only

(Submit this filled form to Academic Coordinator if this is related to academic or Manager Student Administration if it is related to any other matters.)

<p>Remarks of Academic Coordinator (For Academic issues) Or Manager Student Administration (For Personal or General concerns)</p>	
Signature:	Date:

<p>Remarks of CEO (If any)</p>	
Signature:	Date:

Is the outcome communicated back to the student? Yes No

(If this is a complaint and the decision is not favoured to the student, mention about the student rights to appeal against the decision and attaché the internal appeal's form together with the outcome and send to the student)

Initial:

Date:
