4-4020 Complaint, Grievance & Appeal Form

The following is a cover sheet to support your Complaint, Grievance or Appeal. The form allows you to outline your complaint, grievance or appeal and you are encouraged to attach any supporting documentation.

Please tick to indicate what your grievance is:

☐ Complaint (You are submitting an Initial notification of an issue that has occurred)

☐ Appeal (A grievance against a decision that has been made by the Institute of Training and Further Education)

Date of submission: ______________________________________________________

Name of Applicant: ______________________________________________________

Student ID: __________________________

Please provide a detailed description of the complaint, grievance of appeal: (Include an outline of your complaint with details of dates and people involved)

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Signature: __________________________________________________________________

Date: ____________________________________________________________________