

COMPLAINTS, GRIEVANCES AND APPEALS FORM



This form is intended to help you define what the problem is and tell us what you have already done to try and resolve it. It will also guide you in evidence required to support your complaint, grievance or appeal. All complaints, grievances and appeals will be handled according to the process outlined in Leaders Institute’s [Complaints, Grievances and Appeals Policy](#).

Type of Appeal/Grievance	Academic <input type="checkbox"/>	Non-Academic <input type="checkbox"/>
Appellant	I am a domestic student (or applicant) <input type="checkbox"/>	I am an international student (or applicant) <input type="checkbox"/>
Student ID (if applicable)		
Full Name		
Email Address		
Address		
Phone Number		

COURSE DETAILS

Course are you enrolled in or applying to enrol in	
Unit(s) concerned (if an academic appeal)	

COMPLAINT

Describe your complaint. Please include specific details, including relevant incidents, names, and dates. Attach additional sheets if necessary.

GRIEVANCE

Describe your complaint. Please include specific details, including relevant incidents, names, and dates. Attach additional sheets if necessary.

Have you tried to resolve this issue informally? Yes No
If yes please provide a summary of the process below.

What is your proposed method of resolving this complaint?

INTERNAL APPEAL

Describe your grounds for internal appeal regarding the results of your grievance application. Please include specific details, including outcomes of the grievance application and evidence of new information as the basis of this appeal. Attach additional sheets if necessary.

What is your proposed resolution for the appeal, based on the new evidence you have provided?

STUDENT OR APPLICANT DECLARATION

I declare that the information provided by me is true and correct. I have read and understood the information contained on this form and in the [Complaints, Grievances and Appeals Policy](#) published on the Leaders Institute website.

Signature:	Date:
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PRIVACY

Information in this form will be managed in accordance with the [Record Management Policy](#).

Office Use Only:	<p>Grievance Referred to Grievance and Appeals Chair: Yes <input type="checkbox"/> No <input type="checkbox"/> Evidence for grievance provided: Yes <input type="checkbox"/> No <input type="checkbox"/> Grievance and Appeals Panel decision: Accept <input type="checkbox"/> Deny <input type="checkbox"/></p> <p>Appeal Referred to Grievance and Appeals Committee Chair: Yes <input type="checkbox"/> No <input type="checkbox"/> New evidence provided: Yes <input type="checkbox"/> No <input type="checkbox"/> Grievance and Appeals Panel decision: Accept <input type="checkbox"/> Deny <input type="checkbox"/></p>
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