

**GRIEVANCES & APPEALS FORM**

**Definitions**

**Academic Grievance** – Grievance which relates to student progress, assessment, curriculum and awards in course in a course of study.

**Non-Academic Grievance** – Grievance which doesn’t relate to students’ progress, assessment, curriculum and awards in a course of study.

**Appeal** - An appeal is dissatisfaction with a decision made by Auctus.

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| **Participant details** |
| **Name** |  | **Student ID**(if applicable) |  |
| **Address** |  |
| **Contact No** |  | **Date of incident**(if applicable) |  |
| **Qualification or Unit of Competency**(if applicable) |  |

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| **Nature of grievance or appeal**  |
| **I wish to lodge a** | 🞎 Academic Grievance 🞎 Non-Academic Grievance🞎 Appeal |
| **Please describe the details of the complaint or appeal (you may attach supporting documentation if required)** |
| **Have you taken any steps to resolve this issue? If yes please provide details**  |

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| **What outcome would you like to see from raising this grievance / appeal?**  |
| **Participant Signature** |  | **Date:** |  |

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| **OFFICE USE ONLY** |
| **Lodged on**  | \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ |
| **Person assigned:** |  |  |  |
| **Recommended action:** |
| **Appropriate Action Applied :** |
| **Signed:** |  | **Date:** |  |