

**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:** |  | |