



Complaints and Appeals Form

International Students

RTO Code: 31915
CRICOS Code: 03320D
T: 1300 827 188

Student Name		
Student Code		
USI		
Course Code and Name		
Date		
Please indicate which of the following applies to you: ✓		
Prospective student	<input type="checkbox"/>	
Current student	<input type="checkbox"/>	
Past student	<input type="checkbox"/>	
Workplace or Employer	<input type="checkbox"/>	
Partner Organisation	<input type="checkbox"/>	
Other: _____		
Please indicate ✓		
Complaint	<input type="checkbox"/>	
Appeal (unrelated to assessment)	<input type="checkbox"/>	
Assessment Appeal	<input type="checkbox"/>	
Please outline the reasons for your complaint or appeal		



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For complaints and appeals not related to assessment, please complete the following

Please make any suggestions you may have to resolve this issue

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Are there particular staff members of Future Academy Pty Ltd who may need be involved in the investigation of this complaint or appeal and in what way?

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For assessment appeals, please complete the following

Which unit and/or task is this appeal in relation to?

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Student Signature:		Date:	_ / _ / _
Printed Name:			

OFFICE USE ONLY	Received by	
	Position	
	Signature	
	Date:	_ / _ / _