



# Complaints and Appeals Form

Please print neatly in BLOCK LETTERS using BLACK INK.

Please complete this form if you wish to formally report a complaint or make an appeal and submit it to the student service or Coordinator.

## INFORMATION - APPLICANT

Name \_\_\_\_\_

ID \_\_\_\_\_

Address \_\_\_\_\_

Course Title \_\_\_\_\_

Contact Phone	Mobile
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Date of Incident \_\_\_\_\_

Type of Incident:    Complaint    Appeal    Assessment Appeal

## DETAILS OF COMPLAINT / APPEAL / ASSESSMENT APPEAL

Detail the complaint/appeal/assessment appeal along with your ground for the appeal/ complaint below. Attach additional Pages if necessary.

Did you speak with your lecturer/trainer/instructor to resolve the complaint? YES  NO

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Did you speak with the Counseling Department to resolve the complaint? YES  NO

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Did you speak with the Student services to resolve the complaint? YES  NO

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date