



YOUR DETAILS			
Date:		Student ID:	
Name:			
Contact Details	Address:		
	Phone:		
	Email address:		
Do we have your permission to contact you to discuss the complaint or Appeal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please indicate which of the following applies to you: <input type="checkbox"/> 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 if you are lodging a complaint, appeal or an assessment appeal. <input type="checkbox"/> Complaint – Go to Section 1 <input type="checkbox"/> Assessment Appeal – Go to Section 2 <input type="checkbox"/> Appeal (unrelated to assessment) – Go to Section 3			

SECTION 1 - COMPLAINT



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

1. Please outline the reasons for your complaint or appeal in as much detail as possible. You may attach additional pages and supporting information as needed.

2. What outcome are you seeking?

3. Are there particular staff members of Insight Institute of Further studies who you would like to be involved in the investigation of this complaint?



4. Please make any suggestions you have, to resolve this issue.

SECTION 2 – ASSESSMENT APPEAL

For assessment appeals, please complete the following:

1. Which unit and/or task is this appeal in relation to? Please provide as much information as possible including why you feel the result you have been given is not correct.

2. Have you approached your Assessor to discuss the assessment outcome? If yes, please provide details of what occurred.



SECTION 3 – NOTICE TO CANCEL ENROLMENT APPEAL

Please provide as much detail as possible to support your appeal not to cancel your enrolment with of Insight Institute of Further studies.

STUDENT DECLARATION

Please read this carefully:

- I have accessed and followed of Insight Institute of Further studies Complaints and Appeals Policy and Procedure.
- The information I have provided is true and correct.
- of Insight Institute of Further studies takes allegations of misconduct very seriously and I understand that making a compliant that is not true or of a defamatory nature could lead to disciplinary action against me by of Insight Institute of Further studies which could include my enrolment being cancelled.
- I agree to provide further information and give full co-operation during the compliant investigation.
- I understand that of Insight Institute of Further studies will conduct the investigation fully and will abide by any final decision they or any external complaints stakeholder make.

Student
signature:

Date: