COMPLAINTS AND APPEALS FORM

SECTION 1: Complainant to complete Section 1

Is the complaint:

ACADEMIC ☐

NON-ACADEMIC ☐

Details of complaint:

Name:
Signature:
Date:

A copy of the complaint will be shared with the Director

A Copy of the complaint will be stored with Complaints and the Complainant File

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SECTION 2: Staff Member to complete Section 2

Comments:

Name:
Signature:
Date:

A copy of the complaint will be shared with the Director

A Copy of the complaint will be stored with Complaints and the Complainant File

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SECTION 3: Investigator to complete Section 3

Details of Investigation:

Name:
Signature:
Date:

A copy of the complaint will be shared with the Director

A Copy of the complaint will be stored with Complaints and the Complainant File

SECTION 4: Staff Member to complete Section 4

Proposed Resoution:

Name:
Signature:
Date:

A copy of the complaint will be shared with the Director

A Copy of the complaint will be stored with Complaints and the Complainant File

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SECTION 5: Staff Member to complete Section 5

Acceptance of Resolution

YES ☐

NO ☐

Comment and Next Steps

Name:
Signature:
Date:

A copy of the complaint will be shared with the Director

A Copy of the complaint will be stored with Complaints and the Complainant File

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