



Grievance and Appeals Form

Auctus Training
Institute

DEFINITIONS

Academic Grievance: Grievance which relates to student progress, assessment, curriculum and awards in a course of study.

Non-Academic Grievance: Grievance which doesn't relate to student's progress, assessment, curriculum and awards in a course of study.

Appeal: An appeal is dissatisfaction with a decision made by Auctus Training & Education.

PARTICIPANT DETAILS			
Name		Student ID (if applicable)	
Address			
Contact No		Date of incident (if applicable)	
Qualification or Unit of Competency (if applicable)			

NATURE OF GRIEVANCE OR APPEAL	
I wish to lodge an	<input type="checkbox"/> Academic Grievance <input type="checkbox"/> Non-Academic Grievance <input type="checkbox"/> 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	
What outcome would you like to see from raising this grievance / appeal?	
Participant Signature	Date:



OFFICE USE ONLY			
Lodged on			
Person assigned:			
Recommended action:			
Appropriate Action Applied:			
Signed:		Date:	

