



## Student Complaints & Appeals Form

Processing time is 20 working days from the date of receipt.

### Important Information :

- Complaints & Appeals form will be provided in accordance with QIBA's Student Complaints and Appeals Policy & Procedure.
- Read the policy and procedures carefully to establish your eligibility for a Complaint or Appeal.
- Any request for a student's appeals must be made in writing, using this form.
- Before your Appeal will be considered, you must complete all the sections below and attach documents relevant to your application.
- If any contact details (e.g. address or phone number) change during the process, contact QIBA Administration immediately to ensure all details are updated for future correspondence.

### Form to be used for :

- Appeals against academic assessment;
- Appeals against the notification of intention to cancel e-COE;
- Appeals against the result of an application for special consideration in relation to an individual student;
- Appeals against the application for suspension/deferment/cancellation of enrolment;
- Appeals with regards to finance/fee payments;
- General Complaints

### Checklist :

- I have indicated the grounds for appeal and addressed these in my submission.
- I have attached copies of all my supporting documentation.

### Personal Details :

<b>Family Name:</b>		<b>Gender: Male <input type="checkbox"/> Female <input type="checkbox"/></b>		
<b>Given Name:</b>		<b>Date of Birth:</b>		
<b>Address:</b>		<b>Post Code:</b>		
<b>Student ID No:</b>	<b>Class:</b>	<b>Mobile:</b>		
<b>Email:</b>				
<b>Campus:</b>	<input type="checkbox"/> BRISBANE	<input type="checkbox"/> SYDNEY	<input type="checkbox"/> CANBERRA	<input type="checkbox"/> HOBART
	<input type="checkbox"/> PYP	<input type="checkbox"/> VET	<input type="checkbox"/> ELICOS	
<b>Course Name:</b>				



### Details of the Complaint

### Details of the Appeal

### Student Declaration

I declare the information provided in this application is accurate and I have read and understood the information regarding the Complaints & Appeals process of QIBA.

**Student Name:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### OFFICE USE ONLY

**Outcome:**    *Approved*             *Not Approved*

**Comments (if applicable):**

**Processed By:**

**Signature:** \_\_\_\_\_

**Date:**