



Applied Education

Complaints and Appeals Form

This form is to be used by Applied Education students to lodge a complaint or appeal a given decision. Refer to the Student Handbook for details of the Complaints and Appeals Policy and Procedure. Applied Education will deliver a response and outcome with 10 working days of receipt of a submitted Complaints and Appeals Form.

Instructions for students

- Read and complete the form carefully.
- Before lodging a complaint/or appeal, you are requested to carefully read the Complaints and Appeals Policy in the Student Handbook.
- You can attach additional support documentation relevant to your application.
- Submit your complaint via email to enrol@appliededucation.edu.au or via return email.

Student Details

Enrolled Name:

DOB:

Residential Address:

Email:

Phone:

Course Details

Course Name:

Course Enrolment Date:

Application

Please select your reason for application:

☐ Complaint

☐ Appeal

Details of Complaint or Appeal



Your Expected Outcome

Do you wish to have a support person assist you? If yes, please provide details

Full Name:	Relationship:
Email:	Phone:

Student Declaration

I declare that the information provided in this form is true and I have read the Complaints and Appeals Policy and Procedure. I understand that I may be asked for further information and may be asked to attend a meeting.

Email:	Date:
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Applied Education Office Use Only

Date received: / /	Reviewed by:
Acknowledgment sent to student: Yes / No	Date sent: / /
Student invited to meeting: Yes / No	Date of meeting: / /
Proposed actions identified in meeting:	
Decision:	
Student notified of decision: Yes / No	Date of notification: / /
Does student accept decision: Yes / No If student does not accept the decision, they may access external complaints avenues.	
Date recorded in Student Management System: / /	