

Sunshine College of Management Pty Ltd



18 Withers Street Sunshine Victoria 3020
Tele +61 3 9311 5180; Fax +61 3 9312 7625
E-mail: info@scm.vic.edu.au
Website: scm.vic.edu.au

Student Complaints & Appeals Form

FORM TO BE USED FOR:

- Complaints & appeals against academic assessment;
- Appeals against the notification of intension to cancel 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;
- General Complaints

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

Important Information:

- Complaints & Appeals form will be provided in accordance with SCM's International Student Complaints and Appeals Policy & Procedure
- You should read the policy and procedures carefully to establish your eligibility for an Complaint or Appeal.
- Any request for a student's appeals must be made in writing, using this form
- Before your form for an Appeal will be considered, you must complete all the sections below and attach documents relevant to your application

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

Family Name:		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Given Name:		Date of Birth:	
Address:			Post Code:
Student ID No:	Group:	Mobile:	
Email:			
Course:			

** If you change your address during the period, please contact us to ensure your address details are updated for future correspondence.*

Details of Complaint

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Details of Appeal

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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 Sunshine College of Management Pty Ltd

Student Name:

Student Signature:

Date: / /

OFFICE USE ONLY

Outcome : Approved Not Approved

Comments:
(if applicable)

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Processed by: _____

Signature: _____

Date: / /