



STUDENT COMPLAINTS AND APPEALS FORM

THIS FORM IS TO BE USED FOR:

- Complaints & appeals against academic assessment
- Appeals against the notification of intention to cancel COE
- Appeals against the result of an application for special consideration in relation to an individual student
- Appeals against the application suspension/deferment/cancellation of enrolment:
- General Complaints

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

Important Information

- *Complaints and Appeals Form will be provided in accordance with Sunshine College of Management's Student Complaints and Appeals Policy and Procedure.*
- *You should read the policy and procedures carefully to establish your eligibility for a Complaint or Appeal,*
- *Any request for a student 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:			



STUDENT COMPLAINTS AND APPEALS FORM

Details of 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 Sunshine College of Management Pty. Ltd

Student Name:

Student Signature:

Date: / /

OFFICE USE ONLY

Outcome: Approved Not Approved

Comments (if applicable):

Processed by:

Signature:

Date: / /