

## Complaint and Appeal Form

### Your Details

Date

Student ID

Course

Your Name

Contact Details

Address

Email

Phone

Please indicate which of the following applies to you

- Student       Workplace or Employer

Please indicate if you are lodging a complaint, appeal or an assessment appeal.

- Complaint       Appeal (unrelated to assessment)       Assessment Appeal

1. Please outline the reasons for your complaint or appeal in as much detail as possible. You may attach additional pages and supporting information as needed.

## Complaint and Appeal Form

For complaints and appeals not related to assessment, please complete the following.

2. Please make any suggestions you have to resolve this issue.

3. Are there particular staff members of Melbourne Institute of Australia who may need be involved in the investigation of this complaint or appeal and in what way?

For assessment appeals, please complete the following.

4. Which unit and/or task is this appeal in relation to?

Student Signature

Printed Name

Date

Please submit this form to Student Services Officer in campus or email to [studentservices@mia.edu.au](mailto:studentservices@mia.edu.au)