

Complaints and Appeals Form

Students who wish to submit a complaint or appeal can do so by completing this form. Outline the reasons for the complaint/ appeal and attach any supporting evidence. A full version of the Complaints and Appeals policy and procedure and support when completing this form can be obtained from the Reception, The Centre of Excellence, website or by sending an email to studentsupport@coe.edu.au

Please indicate whether you are lodging a: **Complaint** ☐ **Appeal** ☐

Student Name	
Student ID	
Course Details	
Date	

Provide an explanation of the reasons why you are complaining/ appealing. (please provide as much detail as possible including staff/ students involved, places, timings, assessment/ course details and other relevant details if appropriate).

Note: Please attach all supporting evidence and submit this form at the Reception – The Centre of Excellence, Level 4, 406 Collins Street, Melbourne Victoria Australia 3000 or via e-mail to studentsupport@coe.vic.edu.au

Signed: