

# 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 & Appeals forms will be provided in accordance with Lennox College International Student Complaints and Appeals Policy & Procedure.
- You should read the policy and procedures carefully to establish your eligibility for a 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"/> Indeterminate <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 Lennox College Pty. Ltd

Student Name:

Student Signature:

Date:

/ /

### Office Use Only

Outcome:

Approved

Not Approved

Comments (if applicable):

---

---

---

---

Processed by:

Signature:

Date:

/ /