

<b>General Information</b>	
This form applies to the SGA Student Complaints and Appeals Policy and Procedure. Use this form after you have discussed your issue with college staff.	
<b>Student details:</b>	
Title: <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr	
Family name:	Phone number:
Given name(s):	Email address:
Student number:	Postal address:
College:	Course:
<b>Details of your Complaint</b>	
Provide a summary of your Complaint; include details such as the location, date, and time, names of any people and/or areas of the College involved.	
<b>Supporting information provided</b>	
Please attach and list below any supporting information or documentation you wish to have considered.	

<b>Have you:</b>	
<input type="checkbox"/> Spoken to the person involved?	Name of person:
<input type="checkbox"/> Discussed the matter with a senior staff member?	Name of person:
<b>What would you like to happen as a result of your Complaint?</b>	
Tell us what you think needs to be done to address the concern you have outlined in this form and what is your suggested remedy for your issue.	
<b>Declaration</b>	
<input type="checkbox"/> I have read and understand the SGA Student Complaints and Appeals Policy and Procedure.	
<input type="checkbox"/> I understand that my complaint will be acknowledged and will be forwarded to the relevant Responsible Officer for review.	
<input type="checkbox"/> I acknowledge that the information and documentation provided by me as part of this complaint is accurate and true.	
<input type="checkbox"/> I understand that in making this complaint the information I provide will be treated with appropriate confidentiality and will not be disclosed to a third party unless required for the management of my complaint/appeal or by law.	
Signature: _____ Date: ___/___/___	
<b>How to lodge your Complaint</b>	
Please submit your completed and signed form together with any supporting documentation by email to one of the following addresses, as applicable:	
ANU College: <a href="mailto:complaintsandappeals@anucollege.edu.au">complaintsandappeals@anucollege.edu.au</a>	
Flinders International Study Centre (FISC): <a href="mailto:complaintsandappeals-fisc@studygroup.com">complaintsandappeals-fisc@studygroup.com</a>	
Taylors College Sydney: <a href="mailto:complaintsandappeals-sydney@taylorscollege.edu.au">complaintsandappeals-sydney@taylorscollege.edu.au</a>	
Taylors College Perth: <a href="mailto:complaintsandappeals-perth@taylorscollege.edu.au">complaintsandappeals-perth@taylorscollege.edu.au</a>	
<b>Office Use Only:</b>	
Date Received:	Receipt Provided: <input type="checkbox"/> College: File Number:
SGA Complaints and Appeals Form v2 - February 2019	