## Woodcrest State College - Complaints and Appeals

#### **Form**

Students who have a complaint or appeal should refer to the publicly available Complaints and Appeals Policy and Procedure prior to completing and submitting this form.

Full name Year level Email address  Teacher  Mobile telephone Date  Complaint Details Qualification code Qualification title  Please provide details of the complaint below:  I declare that the information & documentation given is true and accurate  Signature of Student  Date  Date	Student Details		
Email address  Teacher  Mobile telephone  Date  Complaint Details  Qualification code  Qualification title  Please provide details of the complaint below:  I declare that the information & documentation given is true and accurate  Signature of Student  Date	Full name		
Teacher  Mobile telephone  Date  Complaint Details  Qualification code  Qualification title  Please provide details of the complaint below:  I declare that the information & documentation given is true and accurate  Signature of Student  Date	Year level		
Mobile telephone  Date  Complaint Details  Qualification code  Qualification title  Please provide details of the complaint below:  I declare that the information & documentation given is true and accurate  Signature of Student  Date	Email address		
Complaint Details  Qualification code  Qualification title  Please provide details of the complaint below:  I declare that the information & documentation given is true and accurate  Signature of Student  Date	Teacher		
Qualification code  Qualification title  Please provide details of the complaint below:  I declare that the information & documentation given is true and accurate  Signature of Student  Date	Mobile telephone		
Qualification code  Qualification title  Please provide details of the complaint below:  I declare that the information & documentation given is true and accurate  Signature of Student  Date	Date		
Qualification title  Please provide details of the complaint below:  I declare that the information & documentation given is true and accurate  Signature of Student  Date	Complaint Details		
Please provide details of the complaint below:  I declare that the information & documentation given is true and accurate  Signature of Student  Date	Qualification code		
I declare that the information & documentation given is true and accurate  Signature of Student  Date	Qualification title		
Signature of Student Date	Please provide detail	s of the complaint below:	
Signature of Student Date			
Signature of Student Date			
Signature of Student Date			
Signature of Student Date			
Signature of Student Date			
	I declare that the info	ormation & documentation give	en is true and accurate
Signature of Witness Date	Signature of Student		Date
Signature of Witness Date			
	Signature of Witness		 Date
Complaints Outcome: Upheld Denied More evidence required  Written Notice Provided: Ves No			i More evidence required

# Woodcrest State College - Complaints and Appeals

Qualification code		
Qualification title		
Units of competency	for which appeal is being sought	
Code	Title	
Please provide reaso	ns for requesting this appeal:	
1		
	ormation & documentation given is true and accurate	
I declare that the inf	ormation & documentation given is true and accurate  Date	
Signature of Student Signature of Witness	Date	
Signature of Student Signature of Witness Appeals Outcome:	Date  Date  Date  Date  Date	
Signature of Student Signature of Witness	Date  Date  Date  Date  Date	
Signature of Student Signature of Witness Appeals Outcome:	Date  Date  Date  Date  Date	
Signature of Student  Signature of Witness  Appeals Outcome:  Written Notice Prov	Date  Date  Date  Date  Date	
Signature of Student  Signature of Witness  Appeals Outcome:  Written Notice Prov  For office use only  Processed by:  CEO Notified	Date  Date  Upheld Denied More evidence required Ided: Ves No  Signature: Date:	
Signature of Student  Signature of Witness  Appeals Outcome:  Written Notice Prov  For office use only  Processed by:	Date  Upheld Denied More evidence required ided: Ves No  Signature: Date:	

### Woodcrest State College - Complaints and Appeals

#### **Privacy Notice**:

The information provided on this form will be used to follow up your complaint or appeal. The information may be provided to staff or external bodies who are in a position to remedy your complaint or appeal. The information will be stored securely and you may access or correct any personal information provided at any time by contacting the person to whom you submit this form.