

Complaints and Appeals Form

The following is a cover sheet to support your complaint/appeal. You must attach any supporting documentation. Choose the nature of your grievance:

Complaint

Initial notification of your dissatisfaction or an issue that has occurred

Appeal

Application to have the outcome of a complaint reviewed due to dissatisfaction with the process that has been followed in dealing with the initial complaint or to have an assessment decision reviewed.

Date of submission:	
Name of Complainant:	
Detailed description of Complaint/Appeal: (Outline your complaint/appeal with details of dates and people involved)	
Signature:	
Date:	

