

Grievance Application Form

Please note:

- This form should be used at **Stage 2** of the grievance resolution process to notify the Institute of grievances/complaints.
- The grievance resolution process should commence at **Stage 1**. Stage 1 of the grievance process requires students to approach and initiate a discussion with a staff member who is close to the issue or in a position to provide advice, such as a Student Support Manager, lecturer/tutor etc., before initiating formal grievance resolution processes.
- Please refer to the *Student Grievance Management Policy and Procedure* for more information.

1. Personal Details

Full Name _____

Student ID No. _____

Contact Phone No. _____

Email Address _____

Course _____

2. Type of Grievance

- Academic
- Non-Academic

3. Describe your Grievance

4. Did you attempt to resolve this issue informally? (if yes, please explain further)

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5. Student Declaration

- I have read and understood the information contained on this form and in the *Student Grievance Management Policy and Procedure* as published in the *Student Handbook* and on the Institute's website.

Student Signature: _____ Date: _____

Office Use Only

Received by	
Received Date	/ /
Reviewed by	
Outcome Sought	