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## **Complaints and Appeals Form**

Student's name:
Do you wish to:
O make a complaint
O appeal an academic result
Please explain the nature of your complaint/appeal:
Date/s and place this event occurred:
Please attach any relevant documents.
Student's signature:
Please give this form to the VET Coordinator.
Date received by VET Coordinator:
VET Coordinator signature:

Process undertaken to resolve the issue:		
Date finalised:		

Ensure Complaints and Appeals Register is updated.