|  |
| --- |
| **Complaints and Appeals Form** |
| **Section 1 To be completed by student** |
| Student Name:       | Student ID:       |
| Address:       |
| Phone:       | Email:       |
| Date of incident:       | Type of incident: [ ]  Complaint  [ ]  Internal Appeal [ ]  External Appeal  |
| Details:       |
| Student signature |        Date |
| **Section 2 Camden College to detail action taken** |
| Complaint/Appeal by the student was: **[ ]** Successful **[ ]** Unsuccessful |
| Student notified in writing and record placed in student’s file: **[ ]** Yes **[ ]** NoComplaints and Appeals Log updated: **[ ]** Yes **[ ]** No |
|      RTO Representative |      Position |       Date |

|  |
| --- |
| **Section 3 To be completed by Arbitrating Body if complaint/appeal is taken to this level** |
| Comments:      |
|      Name of Arbitrating Body Representative *(please print)*Signature of Arbitrating Body Representative |        Position      Date |

|  |
| --- |
| **Section 4 RTO Office use only** |
| Student notified in writing and record placed in student’s file: **[ ]** Yes **[ ]** NoComplaints and Appeals Log updated: **[ ]** Yes **[ ]** No |
|      RTO Representative |        Position |       Date |