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| **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 No  Complaints and Appeals Log updated: Yes No | | | | | |
| RTO Representative | | Position | | | Date |

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| **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 |

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