

Complaint and/or Appeals Form

Your Details			
Date:		Student ID if applicable	
Your Name (please print)			
Contact Details:	Phone:		
	Email Address:		
Do we have your permission to contact you to discuss the Complaint or Appeal		Yes	No
Please indicate which of the following applies to you: <input type="checkbox"/> Current student <input type="checkbox"/> Past student <input type="checkbox"/> Employer <input type="checkbox"/> Partner Organisation <input type="checkbox"/> Other _____			
Please indicate if you are lodging a complaint, appeal or an assessment appeal. <input type="checkbox"/> Complaint – Go to Section 1 <input type="checkbox"/> Assessment appeal- Go to Section 2 <input type="checkbox"/> Notice to cancel enrolment appeal – Go to Section 3			

SECTION 1 - Complaint

1. Please as much detail as possible including what happened, who was involved, the date. You may attach additional pages and supporting information as needed.

2. What outcome are you seeking?

3. Are there particular staff members of MTI who you would like to be involved in the investigation of this complaint?

SECTION 2- Assessment appeal

For assessment appeals, please complete the following.

1. Which unit and/or task is this appeal in relation to? Please provide as much information as possible including why you feel the result you have been given is not correct

2. Have you approached your Assessor to discuss the assessment outcome? If yes please provide details of the what occurred

SECTION 3- Notice to cancel enrolment appeal

Please provide as much detail as possible to support your appeal not to cancel your enrolment with MTI

Please read this carefully:

- I have accessed and followed the MTI's Complaints and Appeals Policy and Procedure
- The information I have provided is true and correct
- MTI takes allegations of misconduct very seriously and I understand that making a complaint that is not true or of a defamatory nature could lead to disciplinary action against me by MTI which could include my enrolment being cancelled.
- I agree to provide further information and give full co-operation during the complaint investigation
- I understand that MTI will conduct the investigation fully and will abide by any final decision they or any external complaints stakeholder make

Signed:		Date:	/ /
Printed name:			

Please return this form using the details below.

Quentin Williams (RTO Manager)
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