

Complaints and Appeals Process STAGE 2: Formal Review Form

Use this form if you have already raised a complaint via discussion or email and are dissatisfied with the way in which your complaint was handled, or the outcome of the decision. You may also use this form to appeal an Intention to Report due to attendance or performance. Email this form AND your supporting evidence (must be in English) to ComplaintsAndConduct@unswglobal.unsw.edu.au

Please review the Complaints & Appeals Policy here: <https://www.unswglobal.unsw.edu.au/wp-content/uploads/Complaints-Appeals-Policy.pdf?v=20201204>

Full Name	
Student ID Number	
Your Program	Class group:
Contact number and email	
Stage 1 Informal Process	
<input type="checkbox"/> I have made an informal complaint (provide details)	
<input type="checkbox"/> I have not made an informal complaint (provide reasons)	
Stage 2 Formal Complaint/Review	
<i>If this is regarding an Intention to Report to DHA, did you receive written warning or attend an interview?</i>	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
<i>Explain why you require a formal review.</i>	
<i>Please include dates where relevant.</i>	
Attached documents	
<input type="checkbox"/> I am attaching document. (Please list and attach supporting documents, such as medical certificates, emails and letters.)	
<input type="checkbox"/> I am not attaching supporting document - include your reason.	
Received by:	Date
Student signature:	Date
Review Outcome	Comments:
<input type="checkbox"/> Successful	
<input type="checkbox"/> Unsuccessful	
<input type="checkbox"/> Informed of Stage 3 Appeal	Reviewed by: Date