

Please email this form directly to enquiries@unswglobal.unsw.edu.au

Complaints and Appeals Process STAGE 2: Formal Review Form

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

Name	
Student ID	
Course or program	Class group:
Contact number and email	
Stage 1 Informal Process <input type="checkbox"/> I have made an informal complaint (<i>provide details</i>) <input type="checkbox"/> I have not made an informal complaint (<i>provide reasons</i>)	
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. (<i>Please list and attach supporting documents, such as medical certificates, emails and letters.</i>) <input type="checkbox"/> I am not attaching supporting document.	
Received by:	Date:
Student signature:	Date:
Review Outcome <input type="checkbox"/> Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Informed of Stage 3 Appeal	Comments: Reviewed by: _____ Date: _____

Please ensure that you read the Complaints and Appeals Policy before completing this form.