INTERNATIONAL STUDENT PROGRAM

COMPLAINTS AND GRIEVANCES
REQUEST FOR APPEAL APPLICATION FORM

In accordance with the Student Complaints and Grievances Procedure for a Formal Appeal, this document is to be completed and forwarded to the Principal.

1. PERSON SEEKING FORMAL REVIEW:
   Student’ s name: _____________________________
   Contact telephone: ___________________________

2. OTHER PARTY
   Name: _____________________________________ Position: (if appl.) _______________________

2.1 WITNESS DETAILS (if relevant)
   Name and contact details: _________________________
   Name and contact details: _________________________
   Name and contact details: _________________________

2.2 TYPE OF GRIEVANCE
   Describe the grievance briefly in a few words.

   • Date and details of the decision/action/inaction that you are requesting reviewed.
   • Why you are aggrieved by the decision/action/inaction.
2.3 ACTIONS TAKEN
What other actions have been taken and why these were unsuccessful in resolving the issue.

Briefly describe actions taken and why the review is requested:

Student’s name: ______________________

Student’s signature: ______________________  Date: _________________

Please forward under confidential cover to the Principal
COMPLAINT AND GRIEVANCE
FORMAL REQUEST FOR APPEAL

REPORT FORM

To be completed by the Principal (or nominee)

1. Who was involved in resolving the appeal process?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

2. Has the complaint been resolved?  YES / NO

3. Briefly describe actions taken to resolve the complaint/grievance.

4. Briefly describe the outcome of the Formal Appeal.

Complainant’s name: _______________________

Complainant's signature: ___________________

Principal’s signature (or nominee): ___________________

Date: ___________________