



SA-FM-12 Complaints and Appeals Form

This form is to be completed in accordance with AIST's Complaints and Appeals Policy and Procedures and Academic Appeal Policy and Procedures which can be found on AIST website <https://www.aist.edu.au>

Your Details	
Date:	
Your Name:	
Contact Details:	Phone: Address: Email Address:
Please indicate which of the following applies to you: <input type="checkbox"/> Prospective student <input type="checkbox"/> Current student <input type="checkbox"/> Past student <input type="checkbox"/> Workplace or Employer <input type="checkbox"/> Partner Organisation <input type="checkbox"/> Other _____	
1. Please outline the reasons for your complaint or appeal in as much detail as possible. You may attach additional pages and supporting information as needed.	



For complaints and appeals ***not related to assessment***, please complete the following.

2. Are there particular staff members of Australian Institute of Science and Technology who may need be involved in the investigation of this complaint or appeal and in what way?

3. How would you like to resolve the issue? (Please make any suggestions you have to resolve the issue).

For ***assessment appeals***, please complete the following. (Please discuss with your assessor

4. Have you tried to resolve the dispute with your assessor? If not, why not?

5. Which unit and/or task is this appeal in relation to? Provide reasons why you do not agree with the result?

Name:		Date:	/	/
Signature:				

Please return this form to AIST: At reception Level 2, 206-208 Liverpool Road Ashfield, NSW 2131 Australia; or via email: studentservice@aist.edu.au after you have completed it.