



Advanced Education Australia Pty Ltd (AEA)  
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**Student Grievance & Appeals Form**

**FORM TO BE USED FOR:**

- ✓ Complaints & appeals against academic assessment;
- ✓ Complaints and appeals against non-academic grievances
- ✓ Appeals against the result of an application for special consideration in relation to an individual student;
- ✓ General Complaints Processing time is 20 working days from the date of receipt.

**Important Instructions:**

- ✓ You should read the policy and procedures carefully.
- ✓ Any request for a student’s appeals must be made in writing, using this form
- ✓ Before your form for an Appeal will be considered, you must complete all the sections below and attach documents relevant to your application

If you change your address during the period, please contact us to ensure your address details are updated for future correspondence.

**Checklist**

- I have indicated the grounds for appeal and addressed these in my submission.
- I have attached copies of all my supporting documentation.

<b>Personal Details</b>			
Surname:		Date of birth: dd/mm/yyyy	
First name:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Student ID No:
Mobile No:		Email:	
Address:			
Post code:	State:		
Course:			

**Details of Complaint:**



Details of Appeal

Empty box for details of appeal.

Supporting Documentation Attached

Student Declaration

- I declare the information provided in this application is accurate and
- I have read and understood the information regarding the complaints & appeals process of AEA

Student Name	Student Signature	Date:
OFFICE USE ONLY		
Outcome : <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Comments: (if applicable) _____ _____		
Processed by: _____		
Signature: _____ Date: _____		