



Advanced Education Australia Pty Ltd (AEA)
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Student Complaints & 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 Information:

- 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.

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

Details of Complaint

