

Complaints and Appeals Form

This form must be completed in order to make a formal complaint or appeal at Dalton College.

Important Information:

- Please read Dalton College complaint and appeal policy carefully before lodging a formal complaint or appeal.
- Please attach supporting documents relevant to this application, if any.
- Processing time varies depending to the nature of complaint or appeal.

Please tick one of the following as applicable

- ☐ Complaint against initial notification of an issue
- ☐ Appeal against a decision that has been made by Dalton College

Student No:		Date:	
Mr/Mrs/MS etc.	Surname or Family Name:		Other or Given Name:
Residential Address:			
Contact Phone Number:		Email:	
Course Enrolled in:			
Describe your complaint (include details, information etc.)			
Describe your appeal (include details, information etc.)			
Do you want to bring any support person who would like to assist you? Please provide their details below.			
Name: _____			
Relationship: _____			

Student Declaration: I declare the information provided in this application is true and valid and I have read and understood the Dalton College complaint and appeal policy and procedure.			
Student Name:		Student Signature:	
Date:			

FOR OFFICE USE ONLY	
Received By (Name)	
Position	
Signature	
Date	
Action Taken: 	
Date of notification sent to complainant:	
Please provide details of how the complainant was advised of the outcome: 	
Actioned by (Name)	
Position	
Signature	
Date	
Details of any further action required: 	