**Grievance Form**

**Polytechnic Institute Australia**

1. **PERSONAL DETAILS**

|  |
| --- |
| PLEASE USE CAPITAL LETTERS |
| Family Name (as shown on your passport) : \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| First Name (as shown on your passport): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Gender:  Female  Male  Intersex |
| Student ID No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**2. Course**

|  |  |
| --- | --- |
| (Please select the course are enrolled in) | |
| **Undergraduate**  BACHELOR OF BUSINESS (Accounting)  ☐ BACHELOR OF BUSINESS (Marketing)  BACHELOR OF NETWORKING AND TELECOMMUNICATION | |
| **Postgraduate**  GRADUATE CERTIFICATE IN BUSINESS  GRADUATE DIPLOMA IN BUSINESS  MASTER OF BUSINESS (select a specialisation)  ACCOUNTING  MARKETING  INTERNATIONAL BUSINESS  GENERAL BUSINESS | |
| Preferred Course Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **English Language Intensive Courses for Overseas Students (ELICOS)** | |
| English for Academic Purposes (EAP) 1 | English for Academic Purposes (EAP) |
| Preferred Course Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Number of Weeks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**3. Type of Grievance**

|  |  |  |
| --- | --- | --- |
| Type of request: | * Academic grievance | * External appeal |
| * Administrative grievance | * Internal appeal |
| * Grade Appeal | * Other |
| If other please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **4. Details of the Grievance or Appeal** | | |

<Please type detiles here>

**5. Important Information**

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

I have indicated the grounds for grievance and addressed these in my submission.

I have attached copies of all my supporting documentation.

**6. Checklist**

* Any grievance must be made in writing, using this form.
* Before your form will be considered, you must complete all the sections below and attach documents (if any) relevant to your grievance.

**6. Declaration**

I declare the information provided on this form is accurate and I have read and understood the information regarding the grievance process of Polytechnic Institute Australia Pty Ltd. I understand that Polytechnic Institute Australia collects, uses and destroys personal information in accordance with it’s Privacy Policy.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature Date: \_\_\_\_\_\_\_\_\_**

**OFFICE USE ONLY**

Acknowledgement of grievance letter sent:  Yes  No

Grievance recorded on the register  Yes  No

Comments: (if Applicable)

<Please type detiles here>

Processed By:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Click or tap to enter a date.