**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.