**Wilsonton State High School**

## 

## **Complaints and Appeals Form**

**Section 1: Your details**

**Date:**

**Family name:**

**Given names:**

**Year Level:**

**School Email:**

**Section 2: Complaint details**

**Subject/qualification of study:**

**You are:**  **Making a complaint**  **Making an appeal**

**Please provide a detailed explanation of the complaint or appeal below:**

|  |
| --- |
|  |

**Section 3: Authorisation**

**Privacy Notice**:

*The information provided on this form will be used to follow up your complaint or appeal. The information may be provided to staff or external bodies who are in a position to remedy your complaint or appeal. The information will be stored securely and you may access or correct any personal information provided at any time by contacting the person to whom you submit this form.*

**Declaration**: I confirm that all the information provided above is true and correct. I also confirm that I have read the Complaints and Appeals section of the Student VET Handbook and understand the processes that will be followed.

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

Student Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***------------------------------------Submit to RTO Manager-------------------------------------***

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details have been recorded in the Complaints and Appeals Register: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

A copy of this form has been forwarded to the Principal. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_