

Complaints and Appeals Form

Please refer to the *IFE Complaints and Appeals Policy* in your Course Handbook before completing this form. This policy outlines the processes for making a complaint or appeal.

Student name _____ **Student ID** _____

Email _____ **Phone No.** _____

Course _____

Please outline the reasons for your complaint/appeal and attach any evidence that may support this.

All of the information provided is true and correct to the best of my knowledge.

Student signature _____ **Date** _____

Information provided on this form will be used exclusively to resolve your complaint/appeal. No information that you have provided on this form will be disclosed to anyone outside of the IFE without your written permission.

IFE OFFICE USE ONLY

Date received _____

Student name _____ Student ID _____

REVIEWED BY:

IFE staff member [name] _____ Position _____

What is the complaint/appeal?

What investigation took place?

Who were the parties involved?

What was the resolution?

What follow up action is required, if any?

IFE staff member signature _____ Date _____