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.

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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.
Date received

Student name

REVIEWED BY:

IFE staff member [name]

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