

## Student Complaint / Appeal Form

This form is to be completed by students who wish to lodge a complaint or appeal. Complete this form and forward it with supporting evidence to Ashton College Administration or [info@ashtoncollege.edu.au](mailto:info@ashtoncollege.edu.au). Please read Complaints and Appeal Policy and Procedure on Ashton College website [www.ashtoncollege.edu.au](http://www.ashtoncollege.edu.au).

### Section A - Student Details

Student Name:			
Student I.D.:		Date:	
Course Name:		Course Code:	
Email Address:			
Contact Number:			
Address:			

### Section B - Complaint / Appeal Details

Please state the nature of your complaint or appeal including dates, times and other people involved and any relevant:

Complaint
  Appeal

Student Name & Signature	Date:
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Please return this completed form to the college. If sending by email, please send to [info@ashtoncollege.edu.au](mailto:info@ashtoncollege.edu.au).

### OFFICE USE ONLY

Ashton College Staff Signature:	Date:
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Comments: