

Grievance Form



This form is to be completed by students who wish to make a formal grievance. Please provide detailed information including dates times of alleged grievance, including witnesses that may be contacted to substantiate any claims. Further information can be found in your student handbook.

STUDENT DETAILS

Last Name

First Name

Student ID

Date

Course

Nature of the complaint:

Signed: _____

Please **return this form** to info@animalacademy.com.au including your name and the reason for your email.

Office use only:

Assigned to	
Review Outcome	
Corrective/ Further Action Required	
Follow up and resolution	
Resolution Date	
Director sign off	Sign off Date
Comments:	

Please place a copy of this form in the student's folder