

Your Details	
Date	
Name	
Address	
Email Address	
Phone Number	
<p style="text-align: center; color: #1A3D54; font-weight: bold;">Please indicate which of the following applies to you:</p> <p>Prospective student</p> <p>Current Student</p> <p>Past-student</p> <p>Workplace or Employer</p>	
<p><input type="checkbox"/> Partner Organization</p> <p><input type="checkbox"/> Other _____</p> <p>Please indicate if you are lodging a complaint, appeal, or an assessment appeal.</p> <p><input type="checkbox"/> Complaint</p>	
<p><input type="checkbox"/> Appeal (unrelated to assessment)</p> <p><input type="checkbox"/> Assessment Appeal</p> <p>1. Please outline the reasons for your complaint or appeal in as much detail as possible. You may attach additional pages and supporting information as needed.</p>	

Complaints and Appeals Form

For complaints and appeals not related to assessment, please complete the following.

2. Please make any suggestions you must resolve this issue.

3. Are there particular staff members of Ridge International College who may need be involved in the investigation of this complaint or appeal and in what way?

For assessment appeals, please complete the following.

4. Which unit and/or task is this appeal in relation to?

Signed:

Date:

/ /

Printed name:

Please return this form using the details below.

Office Location: Level 5, 85 Queen Street, Melbourne 3000

Email: admin@ridge.edu.au