

F.01.14

STUDENT APPEAL FORM

Note - Before completing this form, the student should read and understand AVETA's P.03.02 Complaints and Appeals Policy (available on AVETA's web-site)

STUDENT DETAILS

NAME:			
DATE OF BIRTH:			
STUDENT ID NUMBER:		GROUP NUMBER:	
COURSE:		MOBILE:	

APPEAL DETAILS

DATE OF LODGING APPEAL:	
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In order for AVETA to efficiently resolve the issue concerning you, please provide the details of your appeal in the space provided below:

DATE OF OCCURRENCE:		TIME OF OCCURRENCE:	
PLACE OF OCCURRENCE:			
NATURE OF APPEAL (plus any additional supporting evidence or document(s) should be attached to this form):			

Important Note:

1. You should continue to attend timetabled classes until your appeal process is completed
2. Attach any documentation to support your appeal
3. Read and download AVETA's P.03.02 Complaints and Appeals Policy (available on AVETA's web-site); and then sign and date the policy and attach it to this form, as evidence that you have read and understand this policy
4. Submit this form to AVETA's CEO or Administrative Manager

STUDENT SIGNATURE:		DATE:	
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OFFICE USE ONLY

RECEIVED BY:		DATE:
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AVETA's CEO NAME:		DATE:	
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AVETA's CEO SIGNATURE:			
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Please Tick the following boxes when the process has been actioned

- The student has been notified of the outcome of their appeal in writing
- The resolution phase commenced within 10 working days of the appeal being lodged.
- A maximum of 20 working days from commencement will be allowed for the resolution phase of an appeal, unless both parties agree in writing to extend this time period.

PROCESSED BY:		DATE:
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