

Student Grievance and Appeal Form

Form to be completed by the student and submitted with Student Services

INSTRUCTIONS: It is important that you consult the following policies and procedures when completing this form as they contain information about the types of grievance we can investigate and your grounds for appeal:

Student Complaints and Appeals Policy V1.2

Date:

Student details

Name:

Student ID:

Phone number:

Email address:

Enrolled in course:

- ☐ Diploma of Information Technology Management
- ☐ Associate Degree of Information Technology Management
- ☐ Bachelor of Information Technology Management

Select as appropriate:

- ☐ Formal Grievance ☐ Internal Appeal

Please indicate Grievance reference number if known

Students are encouraged, wherever possible, to resolve concerns or difficulties directly with the person(s) concerned or with a member of Nexus's staff (e.g. Lecturer).

Have you discussed your concerns with a member of the Institute's staff?

☐ Yes

☐ No. Please provide a reason:

Description of Grievance/Appeal

Attach supporting documentation

Declaration

I have read and understood Nexus's **Student Complaints and Appeals Policy**

and have completed this form in accordance with the requirements of the relevant Policy. The information I provided in support of my grievance or appeal is true, accurate and complete.

Signature

Name:

Signature:

Other avenues:

If you are dissatisfied with the outcome of the Institute appeal process, you have the right to access an external appeals process, as outlined in the Student Complaints and Appeals Policy

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