Complaints and Appeals Form

Your Details	
Date:	
Your Name:	
Contact Details:	Phone: Address: Email Address:

Please indicate if you are lodging a complaint, appeal or an assessment appeal.

- ☐ Complaint
- ☐ Appeal

1. Please outline the reasons for your complaint or appeal in as much detail as possible. (Please provide a detailed account of the issue, including dates, locations, and any individuals involved.)

2. Please list and attach any supporting documents, emails, or communications.

Complaints and Appeals Form

3. Please explain what resolution or outcome you are seeking?
I declare that the information provided in this form is true and accurate to the best of my knowledge. I understand that my complaint/appeal will be handled confidentially and in accordance with Fran Capelli Academy's policies. Return the filled form to student.support@francapelliacademy.vic.edu.au or post at 355 Burwood road, Hawthorn, VIC, 3122.

Signed:		Date:	/ /
Printed name:			