

## Admissions Appeal / Complaint Form

Please complete this form either electronically or, if handwriting, please complete in block capitals:

1. Applicant Details	
Surname:	
First name:	
Contact address:	
Contact e-mail(s):	
Contact telephone number:	
Date of Birth:	
Course applied for (inc dates):	
Applicant ID:	

2. Important information and guidance
<p>You are advised to read through the Admissions Appeal and Complaints Policy and Procedure before making a submission, as it contains important information about how your complaint/appeal will be handled, and the relevant timeframes.</p> <p>These procedures have two stages, and you should clearly indicate on this form which stage you are lodging your admissions complaint or appeal.</p> <p>To make a <b>Stage 1</b> admissions appeal or complaint, you must submit:</p> <ul style="list-style-type: none"><li>• A completed Admissions Appeal/Complaint Form</li><li>• Any supporting evidence (this should be listed in Section 5 of the form)</li></ul> <p>To make a <b>Stage 2</b> admissions appeal or complaint, you must submit:</p> <ul style="list-style-type: none"><li>• a freshly completed Admissions Appeal/Complaint Form</li><li>• the original Stage 1 Admissions Appeal/Complaint form, together with any supporting evidence which was submitted for consideration with the Stage 1 submission</li><li>• the Stage 1 Outcome letter</li><li>• Any other new evidence which you wish to have considered as part of your Stage 2 admissions appeal/complaint</li></ul> <p>Please complete all the requested information. Please note that incomplete or late submissions will not be considered unless there are exceptional circumstances.</p>

Please indicate whether you are lodging a Stage 1 or Stage 2 complaint or an appeal, and the respective grounds, by completing the relevant boxes below:

3. Stage 1 Complaint		
I am lodging a Stage 1 <b>Complaint</b>	On the following grounds:	Please tick all grounds that apply:
	a) That there is evidence of significant administrative or procedural error in the admissions process	
	b) That there is evidence of prejudice or bias in the selections process	

4. Stage 1 Appeal		
I am lodging a Stage 1 <b>Appeal</b>	On the following grounds:	Please tick all grounds that apply:
	a) That there is evidence of significant administrative or procedural error in the admissions process	
	b) That there is evidence of prejudice or bias in the selections process	
	c) That there is additional relevant information which was for valid reasons unable to be included in the original application, and which warrants further consideration of the application	

5. Stage 2 Complaint or Appeal		Please tick all grounds that apply:
I am lodging a Stage 2 <b>Complaint</b>	a) That there is evidence of significant administrative or procedural error in the processing of the Stage 1 complaint or appeal	
I am lodging a Stage 2 <b>Appeal</b>	b) That there is evidence of prejudice or bias in the handling of the first Stage 1 complaint or appeal process	
	c) that there is new evidence which the applicant was unable to provide as part of the first Stage 1 complaint or appeal, and that sufficient evidence remains that the initial decision on the application warrants reconsideration	

Date Stage 1 complaint / appeal was lodged:	
Date of Stage 1 complaint / appeal Outcome Letter:	
Stage 1 Outcome (Upheld/Not upheld):	

List all documentation enclosed with your submission (there is no minimum or maximum limit)

<b>6. Documentation</b> (add more rows as required)			
No.	Description		
1.			
2.			
3.			
4.			
Date of incident:	__/__/____	Date of admissions decision:	__/__/____

**Statement of complaint / appeal:**

(Please write a statement describing the issue(s) of complaint/appeal. Your statement should include:

- an explanation of how you believe you meet the respective ground(s) under which you are making your complaint/appeal
- any steps that have already been taken to resolve the matter
- details of any responses you have received
- a statement of why you feel the response(s) is/are unsatisfactory

<p>Desired outcome(s):</p> <p>(Please specify your desired outcomes or resolutions to your complaint/appeal)</p>	
<p>Declaration</p>	<p>I confirm that the above details and any attached documentation is a true reflection of events to the best of my knowledge and that it does not contain any false or fraudulent information. I agree to the investigating officer on behalf of CDD sharing details of this case, including information from my application, with other persons as part of any investigation and to retain a record of that investigation, in accordance with LAMDA and CDD Admissions Complaints and Appeals Procedure.</p>
<p>Signature:</p>	
<p>Date of submission:</p>	