



Complaints and Appeals Form

By completing this form, you will be submitting a formal complaint or appeal to Under The Hammer. We appreciate you taking the time to notify us of your concern. We value your feedback and hope to be able to resolve your complaint or Appeal as soon as possible.

A written reply will be forwarded to you within 10 working days.

Your Details:			
Full Name:		Date:	
Contact Details:	Phone:		
	Address:		
	Email Address:		
Please indicate which of the following applies to you:			
<input type="checkbox"/> Prospective student	<input type="checkbox"/> Workplace or employer		
<input type="checkbox"/> Current student	<input type="checkbox"/> Organisation		
<input type="checkbox"/> Past student	<input type="checkbox"/> Other:		

Complaint Details:		
Please indicate if you are lodging a complaint, appeal or assessment appeal:		
<input type="checkbox"/> Complaint	<input type="checkbox"/> Appeal	<input type="checkbox"/> Assessment Appeal
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:		



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

Please make any suggestions you have to resolve this issue

Are there particular staff members of Under The Hammer who may need to be involved in the investigation of this complaint or appeal, and in what way?

For assessment appeals, please complete the following:

Please list the units/tasks that this appeal is in relation to



Signature:			
Signed:		Date:	
Printed Name:			

Please return this form in person to:

503/77 Dunning Avenue Rosebery NSW 2018

Or Email to: enquiries@underthehammer.net.au