



Student Complaints & Appeals Form

FORM TO BE USED FOR:

- Complaints & appeals against academic assessment;
- Appeals against the notification of intention to cancel COE;
- Appeals against the result of an application for special consideration in relation to an individual student;
- Appeals against the application for suspension/deferment/cancellation of enrolment;
- General Complaints

Processing time is 20 working days from the date of receipt.

Important Information:

- Complaints & Appeals form will be provided in accordance with Della International College International Student Complaints and Appeals Policy & Procedure
- You should read the policy and procedures carefully to establish your eligibility for a Complaint or Appeal.
- Any request for a student's appeals must be made in writing, using this form
- Before your form for an Appeal will be considered, you must complete all these sections below and attach documents relevant to your application

Checklist

- I have indicated the grounds for appeal and addressed these in my submission.
- I have attached copies of all my supporting documentation.

Personal Details

Family Name:		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Given Name:		Date of Birth: / /	
Address:			Post Code:
Student ID No:	Group:	Mobile:	
Email:			

Course:

* If you change your address during the period, please contact us to ensure your address details are updated for future correspondence.

Details of Complaint

Details of Appeal

DELLA INTERNATIONAL COLLEGE



Level 1, 150-154 A'Beckett Street, Melbourne
Victoria 3000, Australia
Ph: 61-3-9329 9430 Fax: 61-3-9329 4689
E : info@dellainternational.edu.au
W : www.dellainternational.edu.au

Student Declaration

I declare the information provided in this application is accurate and I have read and understood the information regarding the complaints & appeals process of Della International College Pty. Ltd

Student Name:

Student Signature:

Date: / /

OFFICE USE ONLY

Outcome: Approved Not Approved

Comments:
(if applicable)

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Processed by:

Signature:

Date: / /