



# STUDENT GRIEVANCE NOTIFICATION

Confidential

## Student Details

Student Number:		Student Name:	
Contact Details:			

## The Grievance (Please include all relevant details and attach any relevant supporting documentation)

1. Please indicate the nature of and grounds for the grievance, including the names of any other party or parties, relevant times, dates, places, or witnesses to the matter of the grievance.

2. What steps have been taken to date, e.g. advice sought and provided, and any action you have taken subsequent to obtaining such advice?

3. What would you consider to be a satisfactory solution of your grievance?

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date