



# Complaints and Appeal Form

Loganlea State High School

Please email your completed form to: [vet@loganleashs.eq.edu.au](mailto:vet@loganleashs.eq.edu.au)

## Section 1: Your Information

Full Name:	
Email:	

## Section 2: Third Party Details and Consent Confirmation

Are you lodging this complaint or appeal on behalf of another person? <i>If you answer no, please move to section three.</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Name of affected individual:		
What is their relationship to you?		
Has the individual consented to you lodging this complaint or appeal on their behalf?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## Section 3: Concern Details

*Please indicate if the form is being completed for a complaint or appeal; then indicate the type of complaint or appeal.*

<input type="checkbox"/> Complaint	<input type="checkbox"/> Appeal
<input type="checkbox"/> Staff Conduct or Student Protection	<input type="checkbox"/> Final Assessment Decision
<input type="checkbox"/> Student Conduct	<input type="checkbox"/> Final Competency Decision
<input type="checkbox"/> Administrative (i.e. non-issuance of certificate)	<input type="checkbox"/> Financial (e.g. non-refund of subject levy)
<input type="checkbox"/> Quality of Training	<input type="checkbox"/> Other
<input type="checkbox"/> Other	
<b><i>If other, please describe:</i></b>	

## Section 4: Training Details

Name of Qualification:	
Name of Person (if relating to a staff or student conduct):	
Date(s) of Occurrence:	

Section 5: Details of Complaint or Appeal

Reason for your complaint or appeal:

Steps taken prior to submitting complaint or appeal:

Outcomes you are seeking from this process: