

# Sydney Rudolf Steiner College

under the auspices of Melbourne Rudolf Steiner College Ltd  
ACN 081 055 110 RTO 3948 CRICOS 01812M VET Fee-HELP Provider 7052

## Complaint or Appeal Form

Date:

Name:

Officer Assisting the Complainant:

Summary of the details of the issue:

1. Against whom are you lodging the grievance:

a. The College? ☐

b. A Tutor? ☐ Name: \_\_\_\_\_

c. A Student? ☐ Name: \_\_\_\_\_

d. Another person? ☐ Name: \_\_\_\_\_

2. When did this issue first start?

3. Who helped you with the procedures in the College's Communication Policy? Name: \_\_\_\_\_

4. (a) What is/are the issue/s you feel are not satisfactorily resolved? or  
(b) What is the decision you are wishing to appeal? (Attached a separate sheet if required.)

5. Summary record of steps to seek a resolution. To be filled in by the College representative. (Attach a separate page if required.)

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## 6. Outcomes (to be filled in by College representative.)

### a. Resolutions- Actions and person/s responsible for them:

(Not necessarily the College representative.)

### b. Timeframe – Actions to be completed by:

### c. Person responsible to moderate (I.e. to check) the above

(Not necessarily the College representative.)

### d. Final report by the moderator:

Signed (College representative): \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Signed (Moderator): \_\_\_\_\_ Date: \_\_/\_\_/\_\_