****

**Complaints and Appeals Form**

|  |  |
| --- | --- |
| **Name** |  |
| **Family Name** |  |
| **Student Id** |  |
| **Address** |  |
| **Email:** |  |
| **Telephone number** |  |
| **Course code &Name** |  |
| **Educator** |  |
| **Type of Incident:** | 🞎 Complaint 🞎 Appeal |
| **Date** |  |
| **Describe the nature of the Complaint/ Appeal:**(Attach additional papers if you need more writing space) |
| **Describe any efforts made to resolve the issue:**(Attach additional papers if you need more writing space) |
| **Student Signature** |  | **Date** |  |
| **Office use only** |
| **Detailed action taken:** |
| **Continuous improvement Record (CIR) made 🞎 yes 🞎 No** |
| **Date CIR raised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Allocated CIR number: \_\_\_\_\_\_** |
| **Signature:** |