



Appeals Form

Person Making Appeal (Appellant):

Course:

Address:

Postcode Ph / Mobile

Details of Appeal

(Complete wherever applicable. If not applicable write 'N/A')

Date:Time: Location:

Persons Involved (Other than the person notifying):.....

Details of Appeal

(If the appeal relates to an event, please detail it step-by-step)

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Other relevant information

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What, if any, particular response or action do you seek or expect?

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What initial action is proposed by The Academy and would be acceptable to the client to resolve the appeal?

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(If no mutually acceptable action to resolve the complaint can be agreed write 'No Agreement')



The above Statement of Details is a fair and accurate record of our interview.

Appellant.....
(Signature)

The Academy Representative:
(Signature)

Date:

The above action proposed to resolve the appeal is approved.

Authorised Officer:.....
(Signature)

Position:

Date: