



STAGE 2: Formal Review Form

Use this form if you have already raised a complaint via discussion or email and are dissatisfied with the way in which your complaint was handled, or the outcome of the decision. You may also use this form to appeal an Intention to Report due to attendance or performance. Email this form AND your supporting evidence (must be in English) to complaintsandconduct@unswcollege.edu.au.

Please review the Complaints & Appeals Policy here: <https://www.unswcollege.edu.au/about/policies>.

Full Name:	
Student ID Number:	
Your Program:	Class Group:
Contact Number and Email:	
Stage 1 Informal Process: I have made an informal complaint (<i>Provide details</i>). I have not made an informal complaint (<i>Provide reasons</i>).	
Stage 2 Formal Complaint/Review <i>If this is regarding an Intention to Report to DHA, did you receive written warning or attend an interview?</i> Yes No <i>Explain why you require a formal review. Please include dates (dd/mm/yyyy) where relevant.</i>	
Attached Documents: I am attaching document (<i>Please list and attach supporting documents such as medical certificates, emails and letters</i>). I am not attaching supporting document - include your reason.	
Received by:	Date (dd/mm/yyyy):
Student Signature:	Date (dd/mm/yyyy):
Review Outcome: ☐ Successful ☐ Unsuccessful ☐ Informed of Stage 3 Appeal	Comments: Reviewed by: Date (dd/mm/yyyy):