



What outcome or resolution are you seeking

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Section 2- Assessment Appeal

Appeal type

I would like to an appeal relating to the following

- Assessment result
- Other

Appeal Details

Please provide as much information as possible. If you are appealing an assessment decision include the name of the unit and/or task and why you feel the result you have been given is not correct.

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Section 3 Declaration

Please read this carefully. In signing this declaration, I confirm that

- I have accessed and followed VFA Learning’s Complaints and Appeals Policy and Procedure
- The information I have provided is true and correct
- VFA Learning takes allegations of misconduct very seriously and I understand that making a statement that is not true or of a defamatory nature could lead to disciplinary action against me by VFA Learning which could include my enrolment being cancelled.
- I agree to provide further information and to fully cooperate during the investigation and will abide by any final decision VFA Learning or any external complaints resolution organisation make.

Your signature		Date	
Print your name			

Please scan and email all documents to privacy@vfalearning.vic.edu.au

or
mail to:

The Complaints Registrar
VFA Learning
78 Yarra St
Geelong
VIC 3220

Please keep a copy of all documentation that is sent through Australia Post as VFA Learning cannot be held responsible for items that go missing in the post.

OFFICE USE ONLY (Complaints Registrar)		
<input type="checkbox"/> Acknowledgement of receipt of complaint/appeal sent to complainant/appellant	Date	
<input type="checkbox"/> Investigation commenced with stakeholders involved	Date	
<input type="checkbox"/> Details of Complaint/Appeal added to VFA Learning Complaints and Appeals Register	Date	
<input type="checkbox"/> Copy of all documentation scanned and included in student’s file	Date	
<input type="checkbox"/> Satisfactory outcome reached and complainant/appellant notified	Date	