

Students of the Whitehouse Institute or those seeking to enrol in a course of study with the Whitehouse are entitled to access the Student Grievance and Appeals process. It is recommended that students attempt to resolve the academic inquiry/grievance with the teacher/program coordinator before lodging the form. Please ensure that all relevant information is included/attached to support your claim. Refer to the Student Grievance & Appeals Policy in the Student Handbook or the Whitehouse Institute website for information on the grievance process. *For academic grievances only, please use Non-Academic Grievance form for grievances relating to non-academic matters.*

**Student Details**

Family Name:	Given Name(s):
Phone no:	Email:
Student Number:	Session Group:
Specialisation: <input type="checkbox"/> Fashion <input type="checkbox"/> Interiors <input type="checkbox"/> Styling    Campus: <input type="checkbox"/> Sydney <input type="checkbox"/> Melbourne	

**Grievance Details**

Academic grievance applies to:

- academic results/progression
- assessment matters
- a decision of a member of academic staff that affects the academic program of an individual or group/s of students
- selection or admission decisions
- recognized prior learning and/or credit recognition
- structure of academic programs, nature of teaching, or assessment
- issues relating to authorship and intellectual property

Details:

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Unit(s) of Study academic grievance is related to:

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Please advise previous steps that you have taken to informally resolve this grievance:

Date:	Discussed with:	Notes/Outcome:
Date:	Discussed with:	Notes/Outcome:

Please outline what action you would like to have considered to resolve your grievance:

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If you require additional space or have documentation to support your claim, please ensure to attach with this form. Submit completed form with any documentation to Student Administration.

**DECLARATION**

I declare that the information I have provided is correct.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use Only**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Updated: \_\_\_\_\_

Database

Filed

Date: \_\_\_\_\_