

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 inquiry/grievance with the relevant department/staff member 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 non-academic grievances only, please use Academic Grievance form for grievances relating to academic matters.*

Student Details

Family Name: _____ Given Name(s): _____
 Phone no: _____ Email: _____
 Student Number: _____ Session Group: _____
 Specialisation: Fashion Interiors Styling Campus: Sydney Melbourne

Grievance Details

Grievance applies to:

- Whitehouse Institute policies and procedures
- access to resources and facilities
- payment of fees/student charges
- enrolment
- academic or administration staff members(s)
- racial/sexual/harassment and or discrimination
- physical or verbal abuse
- other, please explain

Details: (include date of incident/relevant staff involved if appropriate)

The incident occurred: (if appropriate)

- Classroom (specify) Common area (specify) Other (specify)

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:

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 and I understand that if I make any false or misleading statements, I may be liable for prosecution.

Student Signature: _____

Date: _____

Office Use Only

Received by: _____

Date: _____

Updated: _____

Database

Filed

Date: _____