

NON-ACADEMIC GRIEVANCE FORM

Students of Whitehouse Institute of Design (**Whitehouse Institute**) or those seeking to enrol in a course of study with the Whitehouse Institute 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. Please refer to the Student Grievance & Appeals Policy (non-academic) the Whitehouse Institute website for information on the grievance process.

Note: For all grievances of an **academic** nature, please refer to both the Assessment Policy and the Academic Grievance and Appeals Policy for information on the grievance process

Student Details

Given Name(s):		Family Name:	
Phone No:		Email:	
Student Number:	Campus:	<input type="checkbox"/> Sydney	<input type="checkbox"/> Melbourne <input type="checkbox"/> Brisbane
<input type="checkbox"/> Master of Design	<input type="checkbox"/> Bachelor of Design	Specialisation:	<input type="checkbox"/> Fashion <input type="checkbox"/> Interiors <input type="checkbox"/> CD&S

Grievance Details

Non-academic grievance(s) apply to:

- ☐ Whitehouse Institute policies and procedures
- ☐ Access to resources and facilities
- ☐ Payment of fees/student charges
- ☐ Enrolment
- ☐ Academic or administration staff member(s)
- ☐ Racial/sexual/harassment and or discrimination
- ☐ Physical or verbal abuse
- ☐ Other, please explain below

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

The incident occurred (if appropriate):

<input type="checkbox"/> Classroom (specify)	<input type="checkbox"/> Common area (specify)	<input type="checkbox"/> Other (specify)
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Please advise previous steps taken to informally resolve this grievance:

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

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

If additional space is required or you 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 provided is true and correct and I understand that if I make any false or misleading statements, I may be liable for prosecution.

Student Signature: _____

Date: _____

Students will be required to comply with the Whitehouse Code of Conduct and all relevant policies and procedures.

This procedure is governed by the:

- Academic Grievance and Appeals Policy
- Academic Honesty Policy and Academic Misconduct Procedure
- Whitehouse Code of Conduct

OFFICE USE ONLY		
Received by:		Date:
Updated:	<input type="checkbox"/> Database <input type="checkbox"/> Filed	Date: