

Student Grievance and Appeal Form

Form to be completed by the student and submitted with Student Services

INSTRUCTIONS: It is important that you consult the following policies and procedures when completing this form as they contain information about the types of grievance we can investigate and your grounds for appeal:

Student Grievance Policy and Procedure

Student Appeals Policy and Procedure

Date:	
Student details	
Name:	
Student ID:	
Phone number:	
Email address:	
Enrolled in course:	<input type="checkbox"/> Bachelor of Information Technology (Cybersecurity) <input type="checkbox"/> Graduate Certificate in Management (Cybersecurity Management) <input type="checkbox"/> Master of Business Administration (Cybersecurity Management)
Select as appropriate:	<input type="checkbox"/> Formal Grievance <input type="checkbox"/> Internal Appeal
Please indicate Grievance reference number if known	
<p>Students are encouraged, wherever possible, to resolve concerns or difficulties directly with the person(s) concerned or with a member of Zenith Innovation Institute's (Zenith's) staff (e.g. Lecturer).</p> <p>Have you discussed your concerns with a member of Zenith's staff?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No. Please provide a reason:</p>	
Description of Grievance/Appeal	



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Attach supporting documentation

Declaration

I have read and understood Zenith's *Student Grievance Policy and Procedure* and/or the *Student Appeals Policy and Procedure* and have completed this form in accordance with the requirements of the relevant Policy. The information I provided in support of my grievance or appeal is true, accurate and complete.

Signature

Name:

Signature:

Other avenues

If you are dissatisfied with the outcome of Zenith's appeal process, you have the right to access an external appeals process, as outlined in the *Student Appeal Policy and Procedure*.