

Grievance Form

HOW TO USE THIS FORM

This form should be used if you wish to lodge a formal grievance with HETI Higher Education. Students are strongly encouraged to seek informal resolution of grievances in the first instance. Students should also refer to the [HETI Higher Education Student Grievance Procedure](#) and the [HETI Higher Education Student Support \(Rights and Responsibilities\) Policy](#) prior to submitting this form.

STUDENT DETAILS

Title	Surname		
Given Names		Student ID	
Course enrolled	<input type="checkbox"/> Applied Mental Health Studies	<input type="checkbox"/> Psychiatric Medicine	
Mobile Phone	Email		

ABOUT YOUR GRIEVANCE

Is your grievance? Academic grievance Non-academic grievance

Please provide details of your grievance (*please add extra pages if required*).

Where appropriate, please attach documentary evidence relating to your grievance.

Have you sought informal resolution of your grievance? Yes No

If yes, please advise details of any attempt to resolve the grievance:

DESIRED OUTCOME

Please provide a brief comment on what you would consider a satisfactory resolution of your grievance

DECLARATION

I declare that I have read the [HETI Student Grievance Procedure](#) and the [HETI Higher Education Student Support \(Rights and Responsibilities\) Policy](#) and that the information given on this form, and on any accompanying papers, is a true and complete statement of facts.

Signature	Date
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OFFICE USE ONLY

Date received Entered into Grievance Register

Student notified of outcome

Save this form in your name and send together with supporting documentation to:
Email: complaints@heti.edu.au

HETI is committed to ensuring the privacy and confidentiality of your personal information. Information that we collect is managed in accordance with our Privacy Policy which can be accessed at our website: <http://www.heti.edu.au/privacy-policy>.