

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110
RTO 3948 CRICOS 01812M VET Fee-HELP Provider: 7052

Advanced Diploma of Rudolf Steiner Education
(course code 69801, CRICOS code 071548)

Complaint or Appeal Form

Date:

Name:

Officer Assisting the Complainant:

Summary of the details of the issue:

1. Against whom are you lodging the grievance:

a. The Seminar?

b. A Tutor? Name:

c. A Student? Name:

d. Another person? Name: _____

2. When did this issue first start?

3. Who helped you with the procedures in the Seminar's

Communication Policy? Name: _____

4. (a) What is/are the issue/s you feel are not satisfactorily resolved?

or

(b) What is the decision you are wishing to appeal? (Attached a separate sheet if required.)

5. Summary record of steps to seek a resolution. To be filled in by the Seminar representative. (Attach a separate page if required.)

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6. Outcomes (to be filled in by Seminar representative.)

a. Resolutions- Actions and person/s responsible for them:

(Not necessarily the Seminar representative.)

b. Timeframe – Actions to be completed by:

c. Person responsible to moderate (I.e. to check) the above

(Not necessarily the Seminar representative.)

d. Final report by the moderator:

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Signed (Seminar representative): _____

Date: __ / __ / ____

Signed (Moderator): _____

Date: __ / __ / ____

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