

**ETEA Complaints and Appeals Form**

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| **Name** | |  | | |
| **Family Name** | |  | | |
| **Student Id** | |  | | |
| **Address** | |  | | |
| **Email:** | |  | | |
| **Telephone number** | |  | | |
| **Course code & Name** | |  | | |
| **Educator** | |  | | |
| **Type of Incident:** | | 🞎 Complaint 🞎 Appeal | | |
| **Date** | |  | | |
| **Describe the nature of the Complaint/ Appeal:**  (Attach additional papers if you need more writing space) | | | | |
| **Describe any efforts made to resolve the issue:**  (Attach additional papers if you need more writing space) | | | | |
| **Student Signature** |  | | **Date** |  |

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| **Office use only** |
| **Detailed action taken:** |
| **Continuous improvement Record (CIR) made 🞎 Yes 🞎 No** |
| **Date CIR raised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Allocated CIR number: \_\_\_\_\_\_** |
| **Signature:** |