This form is to be used by students who have academic grievances that they have not been able to solve through informal discussion. Please provide the information below and confirm your contact details as it helps us to address your appeal in a timely manner. Failure to provide the requested information may result in a delay in processing your appeal.

Please complete and submit this form to ANC Student Services.

Student Name: _________________________________  Student ID: ________________

The grievance is related to the following unit(s):

Please tick which type of grievance applies:

- [ ] Assessments
- [ ] Assessment Outcome
- [ ] Student Academic Progress
- [ ] Course Content
- [ ] Quality of Course Delivery
- [ ] Others, Please Specify __________________________

The date of the incident was (dd/mm/yy) or date range as appropriate:


The staffs/departments of the institute involved in the incident were:


The details of the grievances are as follows:


I would like the following actions to be taken by the institute:


I attempted to resolve this grievance informally as listed below:

<table>
<thead>
<tr>
<th>Date of Discussion</th>
<th>Discussed with/Staff(s)</th>
<th>Discussion Notes/Outcome</th>
</tr>
</thead>
<tbody>
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If you have any further information or documentation to support your grievance, please attach to this form.

Declaration:
The information provided in this form is true and correct to the best of my knowledge.

Student Signature ___________________________  Received by: ___________________________

Date ___________________________  Date Received ___________________________

OFFICE USE ONLY