



# COMPLAINT FORM

**Name of person(s) or University area(s) you are complaining about. The Respondent**

**What is the exact nature of your complaint?** (Please note if your complaint concerns dissatisfaction with an assessment or grade, you should follow the Appeal Against Final Result Procedures <http://www.newcastle.edu.au/policy/000261.html>)

**Have you contacted the person(s) or area(s) you are complaining about to try to resolve the problem? Please provide details of your attempt to resolve this matter.**

**What evidence do you have to support your complaint?** Please attach copies of any documents that may help us investigate your complaint. If you cannot do this, please tell us about the documents or other evidence and how this evidence can be obtained.

**What actions or outcomes do you expect as a result of making your complaint?**

**I understand that the respondent to this complaint will be notified that a complaint has been made against them and of the nature of the complaint. I understand that under the University of Newcastle Complaints Policy, Procedures and Guidelines, making complaints that are vexatious or frivolous can be construed as misconduct**

**Signature:**

**Date:**