

### **VET Appeals Form**

#### Benowa State High School - 30051

By completing this form you are requesting to appeal a judgment made against you.

This form serves to begin the appeal process in relation to a judgment that has been made against you. This form must be lodged to the **RTO Manager** within 7 days of you receiving a judgment.

You will receive a written acknowledgment within 5 days from the RTO Manager or Deputy Year 11/12. A written response will be provided within 60 working days.

Name				
Email Address				
<b>Contact Number</b>				
Please provide details of your reason/s for an appeal				
Signature		Date		

Compassion | Diligence | Integrity | Respect

File location: S:\VET\Administration\RTO Policy and Procedures - Complaint and

appeals form.docx December 2025

Version date:

Review date: Approved: Ownership:



# **VET Appeals Form**

#### Office Use Only

Received By	Ар	ppeal Number
Date	Fo	ollow up Date
Action Taken		
Possible Impre	ovement based on reasons fo	or appeal
Possible impro	overnent based on reasons it	or appear

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# **VET Complaint Form**

### Benowa State High School - 30051

By completing this form you are lodging a formal complaint.

This form must be lodged to the RTO Manager.

You will receive written acknowledgment on receipt of this complaint within 5 days from either the RTO Manager or the Deputy of Year 11/12. A written response will be provided within 60 working days.

Name		
Email Address		
Contact Number		
Please provide details of your concern – provide as much detail as possible		
Signature	Date	
oignature	Date	

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# **VET Complaint Form**

#### Office Use Only

Received By	Appeal Number
Date	Follow up Date
Action Taken	
Possible Improvement based on reason	is for appeal

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