

## 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			
Contact Number			
Please provide details of your reason/s for an appeal			
Signature		Date	

Office Use Only

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

## 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	

Office Use Only

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