

DOCUMENTATION OF INFORMAL DISCUSSIONS - COVER SHEET

This cover sheet is applicable to any student (on campus, online or distance learning) and must be completed and attached to applications for:

1. Formal Grievance
2. Withdrawal
3. Deferral

You need to show you have attempted to resolve the matter informally and have spoken with your Head of College, Head of Academic Studies, Program Manager or College Administrator. For online and distance learning students this informal discussion may be conducted with Student Services.

PERSONAL DETAILS

Family Name: (Surname) First Name:

Student ID #: College:

I ATTEMPTED TO RESOLVE THIS MATTER INFORMALLY (as listed below)

(if you have any documentation to support your case, please submit/attach to this form)

Date of discussion	I spoke with	The person's signature <small>(applicable to on-campus students only)</small>	Discussion Notes / Outcome

If you were unable to speak with your Head of College, Head of Academic Studies, Program Manager or College Administrator, or Student Services please provide the reason below.

DECLARATION

I declare that the information I have provided on this form is true and correct.

Signature: Date:

RECEIPT: DOCUMENTATION OF INFORMAL DISCUSSIONS - COVER SHEET (Students Copy)

Student Name		Student #	
Received by Admin Staff		Signature	
		Date/Time Received	

