



Formal Non-Academic Grievance Form

This form is to be used by students who have a non-academic grievance that they have not been able to resolve through informal discussion. Providing the information below and confirming your contact details will assist staff at ADAS to address your grievance in a timely manner. Failure to provide the requested information may result in a delay in processing your grievance.

Family name:

Other names:

ATE:

Date:

Email:

Phone:

Address:

Please tick which type of non-academic grievance applies:

Operations

Administration

Sexual Harassment

Racial or Sexual Discrimination and Harassment

Physical Abuse

Verbal Abuse

Other, please explain:

The date of the incident (dd/mm/yyyy. Include date range where relevant):

The people involved in the incident were:

The incident occurred:

In a classroom

In a common area at the ATE

Other, please specify:

The details of the grievance are as follows:

I would like the following actions to be undertaken by ADAS:

I attempted to resolve this grievance informally as listed below:

Date of discussion	Person I spoke with	Discussion notes/ Outcome

If you have any documentation to support your case, please submit them along with this form.

Declaration

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

Student Signature

Date:

Date Received:

		Office use only
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This form must be completed and forwarded to ADAS: 526 Duncan Rd, Dunoon, NSW, 2480
