**COMPLAINT NOTIFICATION FORM**

Version date: 13 June 2023

**Please read the** [**Complaints Policy**](https://divinity.edu.au/documents/complaints-policy/) **prior to completion of this form.**

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| **Personal details** |
| Name |  |
| Student / Staff ID |  |
| College |  |

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| **Complaint details**State clearly and concisely the complaint, a summary of the incident/s that have led to the complaint and the names of persons involved in the incident/s, including witnesses where appropriate. |
|  |
| **Attempted resolution of complaint** State clearly and concisely what steps have been taken already to resolve the complaint. |
|  |
| **College support**Provide the name of your College support person, if one has been provided.  |
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| **Declaration**I confirm the above information is true and accurate.  |
| Signature |  | Date |  |

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| ***Office of the Vice-Chancellor use only*** |
| Date received |  | Date and name when Authorised Officer notified |  |
| Stages / Outcomes  |  |
| Date/s submitter notified of outcomes |  |

**Please submit this form to the Fair Treatment and Safeguarding Coordinator:**

c/- Hannah Hornsby

 University Secretary

 University of Divinity

 90 Albion Road, Box Hill VIC 3128

 Email hhornsby@divinity.edu.au