Name

Student #

Address

Phone

Email

Executive Director

Student and Scholarly Services & Academic Registrar

University of Melbourne

Victoria, 3010

Date

Dear Ms Ligouris,

I hereby lodge a formal grievance pursuant to section 5.6 of the *Student Complaints and Grievances Policy* (MPF1066) and pursuant to section x of the University’s procedure on *X* (MPFx).

Specifically the grievance relates to …

**The history of the grievance and attempts to resolve it**

Describe the process that you have followed and document the contact made with any staff along the way. You should be as specific as you can about dates and times that you spoke to individuals and who they were. Where possible you can refer to attached documentation that supports these events **(Attachment 1)**. This should remain measured and as factual as possible to navigate the reader to the critical points in your timeline.

**Reasons for the Determination**

This is where you make all of your arguments. You can explain here why you believe this should be resolved now and refer to incidents and emails outlined above.

**The Resolution Sought**

Outline exactly what you are seeking here. This should flow directly on from the arguments you have made in the above section.

I would appreciate acknowledgement of the receipt of this grievance within five working days of you receiving it. Notification of the investigation process would be appreciated within 15 working days, as per the indicative time line in section 5.12 of the policy.

Yours Sincerely,

Name

(student number)

**Encl../**

**Attachments**

Attachment 1 – attachment description

Attachment 2 – etc