



Oakswood College

Empowering Through Education



Fraud / Financial Irregularity

Report Form

PROMOTING EXCELLENCE • ENSURING COMPLIANCE
SUPPORTING OUR COMMUNITY



GOVERNANCE



QUALITY



COMPLIANCE



EXCELLENCE

Appendix A – Fraud Reporting Form (TEMPLATE)

Appendix A: Oakwood College Fraud / Financial Irregularity Report Form

This form is to be used by staff, students, contractors, or third parties to report suspected or actual fraud, misconduct, or misuse of public funds.

Section 1: Reporter Details

Field	Entry	
Name (optional if anonymous)		
Role (staff/student/contractor / other)		
Department / Area		
Contact email/phone (optional)		
Are you reporting anonymously?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 2: Nature of Concern

Field	Entry	
Type of concern (tick all that apply)	<input type="checkbox"/> Financial fraud <input type="checkbox"/> Public funds misuse <input type="checkbox"/> SLC data concern	<input type="checkbox"/> Bribery <input type="checkbox"/> Conflict of interest <input type="checkbox"/> Other
Description of concern (what happened/is suspected)		
Date(s) of incident		
Location/system affected		
Individuals involved (if known)		

Section 3: Evidence

Field	Entry
Evidence available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of evidence (documents, emails, screenshots, data)	
Evidence attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 4: Risk Assessment (Reporter's View)

Field	Entry
Estimated financial value (if known)	
Does this involve public funds / SLC?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Ongoing risk?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration:

I confirm that this report is made in good faith.

Signature (if not anonymous):	
Date:	