

# Student Complaint Form

F-2.1.1\_v4



Students should attempt, in the first instance, to resolve a concern by using a direct and informal approach to the individual concerned wherever possible. Students should raise the matter with their trainers. Many issues or problems can be resolved by the trainer on the spot and the trainer can give the student information which clears up the issue or problem.

Students should include all relevant supporting documentation with this form.

## Section 1: Student Details

Student Name:

Student Number:

Course:

Contact Number:

Email Address:

College:

Location:  Sydney

Melbourne

Perth

## Section 2: Details of Your Complaint *(Attach documentary evidence and any additional pages if required)*

Describe your complaint.

What steps have been taken to resolve your complaint?

What is your desired outcome?

Student Signature:

Date:

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## Section 3: Office Use Only

Receive By:	Signature:
Date Received:	
Responsible Department:	
Date communicated to responsible department:	
Date logged in the Complaints Register:	
<b>Outcome/Resolution by the Department</b>	
Name of Designated Head:	Signature:
Date:	