



# Complaint Form

A written response to the formal complaint will be given to the student within **10 working days** by a senior staff member.

STUDENT DETAILS	
First Name	Last Name
Date of Birth	Student ID
Allocated Group	Telephone
Address _____ _____	
Suburb _____	Postcode _____
Email	
DETAILS OF COMPLAINT	
The details of my complaint are (attach additional page if necessary):	
In support of this complaint, I submit the following additional information for consideration. Include summary of all relevant information or support materials here. Attach copies of any support materials.	
Student Signature	Date:
Parent/Legal Guardian Signature (only required for students under 18)	Date:
Course details (start/finish dates/attendance/visa/any other relevant info) (admin office use)	
ADMIN OFFICE USE – forward to Academic Manager	
Received by	Date Received