Student Complaint Form

Please direct this Form to the Campus Officer

This side is to be used by a Student who has a concern or complaint. Where appropriate, the Student should discuss the matter with the relevant Trainer first.

________________________ _________________________   _____________________
First Name    Family Name           Student Number

Course Name

Summary of Concern

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
This is a true and accurate record of my concern or complaint.
____________________________________   ____ : ____ : 20 ____
Student Signature

This form should be given to the Student Support Services Officer for action.

____________________________________   ____ : ____ : 20 ____
Signature of person receiving form

A response must be communicated to the student within 10 working days of receipt.