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.