

# Formal Complaint Form



**This form is to be completed if you are reporting a formal complaint or appealing a previous decision, including the decision of an academic result.**

**This form should be lodged with the head of campus.**

Reason	
Inter student complaint	Student complaint against staff member
Course Quality complaint	Facility quality complaint
SNR Breach	Preventative action
Academic appeal	Appeal of prior decision
Other (specify)	

## PERSONAL DETAILS

Name		Date	
Phone		Email	
Campus		Class	

## GENERAL INFORMATION

Details of problem / complaint / appeal

## SUPPORTING EVIDENCE

<i>Please list any documents, 3<sup>rd</sup> parties or information that can support claim</i>

**DECLARATION** *I declare that to the best of my knowledge, the information supplied on this form is all true and correct.*

Signature

Date / /

# Formal Complaint Form



Office Use only

Complete upon lodgement			
Received by		Date	/ /
Documents sighted and attached	YES <input type="checkbox"/>	NO	<input type="checkbox"/>

Notes and follow up action taken