Formal Complaint Form

This form can be used you are making a formal complaint or appealing a previous decision, including the decision of an academic result. This form should be lodged in campus.

PERSONAL DETAILS

Name		Date	
Phone		Email	
Campus		Class	

GENERAL INFORMATION

Details of problem / complaint / appeal

SUPPORTING EVIDENCE

Please list any documents, 3rd parties or information that can support claim

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 ☐	NO ☐	

Notes and follow up action taken