

# **Student Complaint Form**

Section A: Contact Details of Student

Name:			
Reg. No:			
Course:			
Contact Details:			
Address:			
Phone:			
Email:			
Signature:			
Date:			
OFFICE USE:			
Received By:			
Date:			
Complaint No:			
A copy of this form sho	owing date of receipt must be gi	ven to the student.	
Dispute heard by			
Name: (please print)	Signed	Date	



## Section B: Complaint

Please describe your complaint fully, including any relevant background and previous actions you have taken to try to get the matter resolved.

Attach extra pages as necessary. Please list number of pages attached				
Your Complaint:				



## Section C:

To	be comp	leted	by the	e Manager,	Training a	and Ec	ducation.
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a)	Complaint Resolved		/	
b)	Outcome Implemented/Notice of finding given to appellant in writing	5	/	,
c)	Student satisfied with outcome	1	/ /	′
d)	Recorded as completed in Complaints Register	/	/	
Sig	ned:			
Na	me:			
Da	te:			



## **Client Complaint Form**

**Section A: Contact Details of Client** Name: **Contact Details:** Address: Phone: Email: Signature: Date: OFFICE USE: Received By: Date: Complaint No:\_\_\_\_\_ A copy of this form showing date of receipt must be given to the client. Dispute heard by \_\_\_\_\_ Signed Name: (please print) Date



## Section B: Complaint

Please describe your complaint fully, including any relevant background and previous actions you have taken to try to get the matter resolved.

Attach extra pages as necessary. Please list number of pages attached					
Your Complaint:					
Section C:					



To be completed by the Manager, Training and Education.

d)	) Complaint Resolved	/
e)	) Outcome Implemented/Notice of finding given to appellant in	n writing /
f)	Student satisfied with outcome	/ /
d)	) Recorded as completed in Complaints Register	/ /
Sig	igned:	
Na	ame:	
Da	ate:	