

Complaints & Appeals Form

This form should only be used to lodge an official complaint about a matter which the staff member has found to be offensive, discriminatory or derogatory in any aspect of their life at Aussie Training Courses.

Student Details	
Name:	
Student ID:	
Course:	
Reason for or Nature of Complaint	
Your Complaints Details (Please provide as much details as possible) Note: Attach any supporting documents with this form as applicable	
Student Declaration & Signature	
All the information I have provided in this form is true and accurate. I also understand that this complaint will be dealt with according to Aussie Training Courses relevant Codes of Conducts, policies and procedures.	
Sign:	Date:

ADMIN use only:

Matter Referred to	CEO	Course Coordinator
	Academic manager	Appeals Committee
Comments of the Person Receiving the Form and Suggested Action		
Signature		Date: