

Student Complaint & Appeal Form

Formal Informal

Student Details

Student ID:

Family Name: Given Name:

Telephone: Mobile: Email:

Type: Complaint Appeal External Appeal Complaint/Appeal Date:

Departments:

Course Name: Course Code:

Nature of Complaint: Training Administration Services Finance Student Support
 Facilities/Equipment Staff

(If complaint is against Staff, please write staff name)

Nature of Appeal: General Complaint Assessment Complaint
 ESOS complaints & appeals Release Letter

Please state your complaint or appeal details including dates, times and other people involved

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Please state your proposed course of action or outcome to solve this complaint or appeal:

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Student Signature: Date:/...../20.....
*Form to be submitted at reception

FOR OFFICE USE

Date of Submission: Administrator Signature:

¹Course of Action Taken: (by training manager)

Comments:

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