

**Student Mis-behaviour Report Form**  
(FOR STAFF USE ONLY)

**Student Details**

Family Name:  Given name:

Student ID:  Sex: Male  Female

Course Code:  Course Name:

**Appeal Details**

Name of Trainer-In-Charge:  Date:

Please state the nature of your complain including date, time and other people involved

- Disrespectful
- Use of vulgar & offensive language
- Not in uniform
- Unruliness
- Sluggish work attitude
- Plagiarism & cheating
- Bad-mannered
- Others

Student sign: ..... Trainer sign: ..... Witness sign:.....

Student name:..... Trainer name: ..... Witness name: .....

**FOR OFFICE USE**

Date of submission:  Administrator's Signature:

<sup>1</sup>Course of Action Taken:  
(Student Support Manager)

Issue Student Behaviour Warning Letter (counselling session):

- Yes  No

Comment: .....

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Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute  
Ph: (03) 9650 0367 Fax: (03) 9654 1049  
470 Bourke Street Melbourne Victoria 3000 Australia  
ABN 51 006 374 241 CRICOS Provider No: 02233M RTO: 7030  
Email: [info@baxter.vic.edu.au](mailto:info@baxter.vic.edu.au) Website: [www.baxter.vic.edu.au](http://www.baxter.vic.edu.au)