



## Student Complaint and Appeal Form

The students can use this form to fill in and lodge a formal complaint and/or appeal regarding the issues in relation to the college, staff, students, training products, assessments, services, and other possible issues.

### **Required information:**

<b>Student Name</b>		<b>Student ID</b>	
<b>Email</b>		<b>Phone No.</b>	
<b>Course enrolled in:</b>			
<b>Complaint submission date:</b>			

### **Details of Formal Complaints and/or Appeals**

Please identify your complaints and/or appeals by providing detailed information such as background, specific date, and name(s) that will be helpful for further investigation.

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Please provide evidence to support your complaints and/or appeals, such as the parties in concern, any support person, and any relevant documents (if any).

Please provide evidence that you contacted the relevant parties to resolve the complaints and/or appeals with the informal procedure, including detailed information relating to that action (e.g. the issue, the date, the contacted person, and the compliant outcome).



Please specify your desired outcomes from the formal complaint and/or appeal investigation.

Please identify other relevant information regarding the complaints and appeals (if any).