

## Complaint and Appeal Form

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

### **Required information:**

Student Name	
Student ID	
Email	
Phone No.	
Qualification enrolled in	
Complaint submission date	

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

Please provide details regarding the issue, including the date and place where the event took place.

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 submit the supporting documents alongside with this form.

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).

### **Acknowledgement**

I have read and understood the Complaints and Appeal Policy and Procedure. I hereby declare that all the information provided above is accurate and take full responsibility for it. I understand that I may be asked to provide additional information or attend a meeting to discuss my complaint or appeal further if required.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_