

COMPLAINT AND APPEAL

STUDENT DETAILS	
Family Name	
Given Name	
Date of birth	
Student ID number	
Email	
Mobile number	
Living address	
COMPLAINT OR APPEAL	
☐ Complaint	
☐ Appeal	
PLEASE PROVIDE ALL RELEVANT DETAILS, INCLUDING DATES, TIMES, PEOPLE INVOLVED AND ANY SUPPORTING EVIDENCE.	
NOTE The Institute will commence assessment of your complaint or appeal within 10 working days and finalise the outcome as soon as practicable. You may be accompanied and assisted by a support person at any relevant meeting. For more details, please refer to the Complaints & Appeals Policy on the Institute's website.	