



Private TAFE College

STUDENT COMPLAINT FORM

Instructions to students

- 1 Complete this form and submit to the Educator as soon as possible.
- 2 Clearly state the nature of your complaint and indicate what you have done to resolve the issue yourself.
- 3 All complaints will be treated seriously
- 4 You may be required to discuss the complaint with senior management
- 5 You will be formally notified of the outcome of your complaint

Surname

Given Name

Describe your complaint

What action have you taken to try and resolve this complaint?

Do you have a suggested remedy to the problem?

Agreed Action

Outcome

I hereby declare that the information provided on this form is true and correct.

Student's Signature _____

Date ____/____/____

National RTO Manager's Signature _____

Date ____/____/____

Document Name:	Student Complaint Form	Responsible Authority:	P&P Task Group				
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