

Students should attempt, in the first instance, to resolve a concern by using a direct and informal approach to the individual concerned wherever possible. If a complaint includes allegations about another individual, that person will be provided with a copy of all relevant documentation, including a copy of this completed complaint form. Please note that there are other School policies and regulations to deal with student or staff misconduct, harassment or sexual harassment, and assessment difficulties. Completed Student Complaint Forms are to be submitted to Student Services.

YOUR DETAILS

Full Name		Student No.	
Email		Mobile	

PERMANENT POSTAL ADDRESS (where you can be reached at any time of the year)

Street Number and Name			
Suburb		Town/City	
Country		Post Code	

TERM POSTAL ADDRESS (Your address during term time including summer school (only required if different to permanent address))

Street Number and Name			
Suburb		Town/City	
Country		Post Code	

DESCRIBE YOUR COMPLAINT (attach additional pages if necessary)

CONTINUATION**WHAT STEPS HAVE YOU TAKEN TO RESOLVE YOUR COMPLAINT?****WHAT IS YOUR DESIRED OUTCOME?**

Student Signature	Date

Office use Only

Date Received		Received by	
File Number		Department	