



COMPLAINTS AND APPEALS FORM

By completing this form you will be lodging a formal complaint/appeal.

We thank you for taking the time to notify us of your concern. We value your feedback and hope to be able to resolve your complaint/appeal as soon as possible.

An *Acknowledgement of a Complaint or Appeal Letter* will be forwarded to you within five (5) working days of receipt of this form.

Date: _____

Name: _____

Student #: _____

Postal Address: _____

Phone: _____

Mobile: _____

Email: _____

Please detail your complaint/appeal in full, giving as much detail as possible, include extra pages if necessary.

Signature: _____

OFFICE USE ONLY

Received By: _____

Date: _____

Complaint Number Issued: _____

Date Submitted to CEO: _____

Action Taken: _____

Date Response Issued: _____

Follow up Date: _____

Specify the possible improvements based on complaint/appeal:
