



FORMAL COMPLAINT FORM

This form is for students who wish to make a formal complaints as per our Complaint Policy and Procedure. Please ensure all fields are thoroughly filled and submit the form to the Student Services at enquiries@ihBC.edu.au

STUDENT DETAILS

First Name: _____ Last Name: _____
Student ID: _____ Current Course: _____
Starting Date: _____ Please write N/A if you haven't started your course

TYPE OF COMPLAINT

- Course content
- Quality of course delivered
- Administration
- Physical abuse
- Verbal abuse
- Discrimination of any sort
- Other (please specify): _____

DETAILS OF COMPLAINT

Date: _____ Location: _____
Names of people involved: _____

Summary of complaint:

Supporting documents:

- Letter
- Statutory declarations
- Other (please attach and justify)

DECLARATION

- I declare to the best of my knowledge that the information supplied on this form is true and accurate.
- I have read and understand the student complaint and appeal policy.
- I have attempted to resolve this complaint informally.
- I have attached to this document all documents to support this complaint.

Signature: _____ Date: _____