

Overseas Student Complaint Form

Student name:		
Grade:		
Current Address in Australia:		
Parent Name:		
Address in home country:		
Phone no:		
Mobile no:		
Email address:		
COMPLAINT DETAILS		
Date:		
<input type="checkbox"/> Complaint is INFORMAL	Description:	
<input type="checkbox"/> Complaint is FORMAL	Written Complaint is attached.	
Details of Remedial Action 1:		
Details of Response to Remedial Action 1:		
Details of Remedial Action 2:		
Details of Response to Remedial Action 2:		
RESOLUTION PROCESS OUTCOME		
<input type="checkbox"/> COMPLAINT RESOLVED	<input type="checkbox"/> NO FURTHER ACTION <input type="checkbox"/> DOCUMENTATION FILED	
<input type="checkbox"/> COMPLAINT NOT RESOLVED	<input type="checkbox"/> ADVICE FOR NEXT STEP HAS BEEN PROVIDED	
SIGNED	NAME:	DATE: