

## **STUDENT COMPLAINT FORM**

Prior to completing this form you should review and understand the Complaints and Appeals Policy and Procedure (Policy) that applies to IQY Technical College The Policy is located on our website

This form is to be used:to make a formal complaint about IQY, its staff, students, education agents, products or services.

The procedure in the Policy is to be followed and prior to lodging this form you are required to have discussion with the person that is the subject to the complaint, in an attempt to resolve the issue, informally.

You should provide any supporting documents or witness information that are relevant to your complaint, when lodging this form.

Once completed, this form is to lodged with the Manager, Student Support Services by emailing it to [igytechnicalcollege@gmail.com](mailto:igytechnicalcollege@gmail.com)

If you have any questions as to whether or not you should use this form, you should speak with the Student Support Services.

### **Your Details**

<b>Name</b>	
<b>Student ID</b>	
<b>School enrolled</b>	
<b>Course</b>	
<b>Mobile number</b>	
<b>Email</b>	

What does your Complaint relate to:

- |  |  |
|--|--|
| <input type="checkbox"/> Academic            | <input type="checkbox"/> Information Technology (IT)   |
| <input type="checkbox"/> Student Support     | <input type="checkbox"/> Timetable                     |
| <input type="checkbox"/> Enrollment Services | <input type="checkbox"/> Teaching and Learning Support |
|  | <input type="checkbox"/> Other                         |

Student Complaint Form

**Details of your complaint**

Name: .....

Student ID: .....

**Signature:** .....

**Date:** .....