



# Complaints & Appeals Form

This form should only be used to lodge an official complaint about a matter which the staff member has found to be offensive, discriminatory or derogatory in any aspect of their life at Melbourne Institute of Training and Education.

<b>Student Details</b>	
<b>Name:</b>	
<b>Student ID:</b>	
<b>Course:</b>	
<b>Reason for or Nature of Complaint</b>	
<b>Your Complaints Details</b> (Please provide as much details as possible) Note: Attach any supporting documents with this form as applicable	
<b>Student Declaration &amp; Signature</b>	
All the information I have provided in this form is true and accurate. I also understand that this complaint will be dealt with according to Melbourne Institute of Training and Education relevant Codes of Conducts, policies and procedures.	
<b>Sign:</b>	<b>Date:</b>

## ADMIN use only:

Matter Referred to	CEO	Course Coordinator
	Academic manager	Appeals Committee
Comments of the Person Receiving the Form and Suggested Action		
<b>Signature</b>		<b>Date:</b>