

TOID: 22594

## STUDENT COMPLAINT & APPEAL FORM

### Student Details

<b>Student ID</b>			<b>Occurance ID</b>		
<b>Family Name</b>			<b>Given Name</b>		
<b>Telephone</b>		<b>Mobile</b>		<b>Email</b>	
<b>Type</b>	<b>Complaint</b> <input type="checkbox"/>	<b>Appeal</b> <input type="checkbox"/>	<b>Complaint/Appeal Date</b>		
<b>Course Code</b>		<b>Course Name</b>			
<b>Nature of Complaint</b>	<b>Enrolment</b> <input type="checkbox"/>	<b>Administration</b> <input type="checkbox"/>	<b>Trainer</b> <input type="checkbox"/>	<b>Support services</b> <input type="checkbox"/>	
<b>Nature of Appeal</b>	<b>Withdrawal of Enrolment</b> <input type="checkbox"/>			<b>Cancellation of Enrolment</b> <input type="checkbox"/>	

<b><u>Compliant /Appeal details</u></b>	<div style="border-bottom: 1px dashed black; height: 140px;"></div>
<b>Student signature</b>	
<b>Date</b>	

**Please lodge the completed form to the Training Manager by:**

1. Email: [Phuong.ngo@avwa.org.au](mailto:Phuong.ngo@avwa.org.au) or,
2. Postal address: 7/6 South Rd, Braybrook, Vic 3019.

TOID: 22594

**FOR OFFICER USE**

**Date of  
Submission:**

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**Administrator Signature:**

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**Action Taken by Training Manager**

Comments: -----

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Version/date	Summary of changes made
V1.2 (24/11/2022)	Update title "Training Coordinator" to "Training Manager"
V1.1(12/10/2018)	Additions: - Adding item "Student ID" and Occurrence ID" on the form. - Where to lodge this form
V1.0 (5/6/2014)	Original