

# Complaints Form

## 1. PERSONAL DETAILS

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 ID: \_\_\_\_\_

Address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

## 2. COURSE DETAILS

Course Enrolled: **Professional Year Program**  
 \_\_\_\_\_

## 3. COMPLAINT DETAILS

**Date complaint formally lodged:**

<b>Nature of the Complaint</b>	<input type="checkbox"/> Academic
	<input type="checkbox"/> Administrative
	<input type="checkbox"/> Student Conduct
	<input type="checkbox"/> Others, please specify:
	_____

<b>Description of the Complaint</b>	<b>When did this happen?</b>
	_____

**Who are the people/departments/units involved?**  
 \_\_\_\_\_

<b>Description of the Complaint</b>	
	<b>What happened?</b> (Describe the events that you want to complain about. We need to know what you say happened, where it happened and who did it. Please give us all the dates and other details that you can remember. Use additional paper if necessary)
<b>Supporting Documentation</b>	

**STUDENT DECLARATION:**

1. I confirm, that to the best of my knowledge, the information contained herein and documentation submitted together with this form is an accurate account of the complaint.
2. I have read and understood the Complaints and Appeal Policy.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Complaints & Appeals Registry**

Date Entered in  
register:

Complaint Reference no

Entered by:

**Complaint Review**

Date of Review:

Reviewed by:

**Notification Letter**

Date Letter Sent:

Sent by:

**Appeal**

Date Appeal Lodged