

## FORMAL COMPLAINT FORM

This form is for students who wish to make a formal complaints as per our Complaint Policy and Procedure. Please ensure all fields are thoroughly filled and submit the form to the Student Services at enquiries@ihBC.edu.au

### STUDENT DETAILS

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Student ID: \_\_\_\_\_ Current Course: \_\_\_\_\_  
Starting Date: \_\_\_\_\_ Please write N/A if you haven't started your course

### TYPE OF COMPLAINT

- Course content  Verbal abuse  
 Quality of course delivered  Discrimination of any sort  
 Administration  Other (please specify):  
 Physical abuse

### DETAILS OF COMPLAINT

Date: \_\_\_\_\_ Location: \_\_\_\_\_  
Names of people involved: \_\_\_\_\_

Summary of complaint:

Supporting documents:

- Letter  
 Statutory declarations  
 Other (please attach and justify)

### DECLARATION

- I declare to the best of my knowledge that the information supplied on this form is true and accurate.  
 I have read and understand the student complaint and appeal policy.  
 I have attempted to resolve this complaint informally.  
 I have attached to this document all documents to support this complaint.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_