

INFORMAL COMPLAINT FORM

This form is for students who have an informal complaint.

Please ensure that all fields are thoroughly filled and submit the form to Student Services at enquiries@ihbc.edu.au

STUDENT DETAILS

First Name: _____ Last Name: _____

Student ID: _____ Current Course: _____

Starting Date: _____

DETAILS OF INFORMAL DISCUSSION

Date when the discussion took place : _____ Location: _____

Names of people involved: _____

Details of discussion:

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.

Signature: _____ Date: _____