

## Student Complaint and Grievance Form

<b>Relevant Standards</b> SRTO 2015: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 The National Code 2018: Standard 3.3.7, 6.1.6, 7.5.2, 10.1, 10.2, 10.3, 10.4	<b>Linked Documents</b> Student Complaints and Appeals Policy and Procedure Anti-discrimination and Bullying Policy Access and Equity Policy Student Handbook
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This form should **ONLY** be used to lodge an official complaint about a matter which the student has found to be offensive, discriminatory or derogatory in any aspect of their student life at ALTEC College. For reporting general concerns – and not a specific complaint – please use a separate “Student Concern” form

<b>Student ID</b>	
<b>Student Name</b>	
<b>Course/Group</b>	

<b>Reason for or Nature of Complaint</b>	
<b>Your Complaint Details</b> <i>(Please provide as much details as possible)</i>  <b>Note:</b> Attach any supporting documents with this form as applicable.	
<b>Student Declaration and Signature</b>	<i>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 ALTEC College’s relevant complaint handling policies and procedures.</i>
	Date:

**ADMIN use only**

<b>Matter Referred to</b>	<input type="checkbox"/> CEO	<input type="checkbox"/> Course Coordinator
	<input type="checkbox"/> Academic Manager	<input type="checkbox"/> Appeals Committee
<b>Comments of the Person Receiving the Form and Suggested Action</b>		
<b>Signature</b>		Date: