

Student Concern Form

Relevant Standards SRTO 2015: 1.3 (b), 1.7 The National Code 2018: Standard 6, 10	Linked Documents Enrolment Policy Student Agreement Student Code of Conduct
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Use this form to notify the management of any issues that are of concern to you – **something that you are worried about** - in any aspect of your student life at ALTEC College. If you have a specific complaint, please use a separate "STUDENT COMPLAINTS" form

Student ID	
Student Name	
Course	

Your Concern(s) and Comment(s) <i>(Please provide as much details as possible)</i> Note: Attach any supporting documents with this form as applicable. For complaints, please use a separate "Student Complaint and Grievance" form	
Student Signature	Date:

ADMIN use only

Forwarded to	<input type="checkbox"/> CEO	<input type="checkbox"/> Course Coordinator
	<input type="checkbox"/> Academic Manager	<input type="checkbox"/> Student Admin Officer
Comments of the Person Receiving the Form and Suggested Action		
Signature	Date:	

