

Student Complaint and Grievance Form

Relevant Standards 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	Linked Documents 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

Student ID	
Student Name	
Course/Group	

Reason for or Nature of Complaint	
Your Complaint Details <i>(Please provide as much details as possible)</i> Note: Attach any supporting documents with this form as applicable.	
Student Declaration and Signature	<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

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