



STUDENT COMPLAINT FORM

All questions must be answered and details filled in, if not applicable please mark N/A.

Email to admissions@casstraining.com.au or info@casstraining.com.au

STUDENT DETAILS			
Full Name		Student ID No	
Address			
E-mail Address		Mobile	

AGENT DETAILS	
Do you have an agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Agent's Name	

STUDENT COMPLAINT/ GRIEVANCE/ APPEAL/ PROBLEM/ ISSUE

SUGGESTED SOLUTION (if applicable):

OFFICE USE ONLY			
Action/s to be taken:			
By whom		By when	
Authorised by			

AGREED ACTION COMPLETED AND EFFECTIVE			
Resolved	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Student notified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
Signed off by		Date	