



Complaint Form

This form is to be completed by anyone who wishes to make a complaint for both academic and non-academic matters. The information provided on this form will be used exclusively to resolve your complaint. None of the information you provide on this form will be disclosed to anyone outside of this business without your permission, unless we are required to do so by law.

Personal Details			
Given Name		Surname	
Student ID(if applicable)		Email	
Current Address		Mobile Number	
Current Course (if Applicable)		Trainer/Assessor (if Applicable)	

Complaint	
Reason for Complaint(s) <input type="checkbox"/> Assessment outcome, unit _____ <input type="checkbox"/> Disciplinary action taken against you <input type="checkbox"/> Attendance records <input type="checkbox"/> Course fees <input type="checkbox"/> Notice of Intention to Report you to DHA <input type="checkbox"/> Notice of Intention to Cancel <input type="checkbox"/> Trainer/Assessor	Reason for Complaint(s) <input type="checkbox"/> ATQ Staff member <input type="checkbox"/> Services <input type="checkbox"/> Marketing <input type="checkbox"/> Other (Please specify) (_____)
Have you complained about this issue before?	<input type="checkbox"/> Yes (Date: _____) <input type="checkbox"/> No
What Outcome/s are you seeking or expect?	Can we improve our system to avoid these situations in the future?

