

Bundaberg North State High School
VET Student Complaints/Appeal Application Form



COMPLAINT APPEAL

Student Name: _____

Class: _____ Date: _____

Course/Program Title: _____

Trainer/Assessor: _____

DETAILS OF YOUR COMPLAINT OR APPEAL

Date of occurrence:

Reason for your submission/concern:

Occurrences leading up to this submission: (Outline any steps taken prior to submitting your formal complaint or appeal).

Details of any other parties involved: (Include full name and position).

Outcomes you are seeking from this process:

By signing this form, I certify that the information provided is true and correct.

Signatures:

Date

Parent/Guardian

Student

Office Use Only:

Indicate outcome of process and action taken.

RTO Ref No:

RTO Officer:

Date: