

Student Complaints/Suggestions Form

(Students who wish to lodge Complaints/Suggestions, fill this form and hand it to Student Services Officer or drop it in the Complaints and Suggestion box or alternatively email to info@vit.edu.au)

Personal Details	Student Name		
	Student Id		
	Course	Batch No	
State Nature	Complaint	Suggestion	
	Is this related to Academic?	Yes	No
Did you try to resolve the issue informally with the concerned party? If so what was the outcome of it?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
Details of the issue (attach any supporting document if relevant)	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
	Student signature:		Date:

Office Use Only (Submit this filled form to VET coordinator if this is related to academic or Manager Student Administration if it is related to any other matters.)	
Remarks of VET Coordinator (For Academic issues) Or Manager Student Administration (For Personal or General concerns)	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> Signature: _____ Date: _____
Remarks of CEO	<hr/> <hr/> <hr/> <hr/> Signature: _____ Date: _____
Is the outcome communicated back to the student? Yes No (If this a complaint, mention about the student rights to appeal against the decision and attaché the internal appeal's form together with the outcome and send to the student)	
Initial: _____ Date: _____	