



COMPLAINTS AND APPEALS AND FORM

Please complete the complaints and appeals form and submit it to the Administration Manager either in person or via email:

Name:		Student ID no:	
Address:			
Telephone:		Date of incident:	
Course:			
Describe the nature of the appeal/complaint:			
Describe efforts made to resolve the issue:			
Signature:		Date:	
Office Use Only			
Detail action taken:			
.....			
.....			
.....			
.....			
Improvement request (IR) raised: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date IR raised:	
IR raised by:			
Signed:		Date:	
IR received by the Administration Manager <input type="checkbox"/> Yes <input type="checkbox"/> No		Allocated IR no:	
Signature of the CFI:		Date:	