

STUDENT COMPLAINT FORM

If you are a student or are representing a student you must complete this form, for your complaint to be investigated. Please forward your complaint to the Staff Development Manager. Email: careers@capta.com.au or post to the above address

First Name	Surname	
Course Name		
Phone Number		

Please state the nature of your complaint including date, times and other people involved

General Complaint	□ Assessment Complaint	□ ESOS Complaint

Expected resolution date:	(No later than 2 weeks of lodgement date)
	(NU later than 2 weeks of lougement date)

Student Signature:	Date:	
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Staff Development Manager:	Date:	
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Action Taken:





Additional Notes:



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