

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)

Student Signature: _____ Date: _____

Staff Development Manager: _____ Date: _____

Action Taken:

Careers Training Centre

Additional Notes:

[illegible]