

Complaints & Appeals Form

This form should only be used to lodge an official complaint about a matter which the staff member has found to be offensive, discriminatory or derogatory in any aspect of their life at Melbourne Institute of Business and Commerce.

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| Student Details | |
| Name: | |
| Student ID: | |
| Course: | |
| Reason for or Nature of Complaint | |
| Your Complaints Details (Please provide as much details as possible) Note: Attach any supporting documents with this form as applicable | |
| Student Declaration & Signature | |
| All the information I have provided in this form is true and accurate. I also understand that this complaint will be dealt with according to Melbourne Institute of Business and Commerce relevant Codes of Conducts, policies and procedures. | |
| Sign: | Date: |

ADMIN use only:

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| Matter Referred to | CEO | Course Coordinator |
| | Academic manager | Appeals Committee |

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| Comments of the Person Receiving the Form and Suggested Action | | |
| Signature | | Date: |