Complaints and Appeals Form

Complaints & Appeals Form

This form is to be used only for lodging an official complaint regarding any matter a student considers to be offensive, discriminatory, or derogatory in any aspect of their experience at Project Controls Institute, Australia.

Student Details	
Name:	
Student ID:	
Course:	
Reason for or Nature of Complaint	
Please provide as much detail as possible about your complaint.	
Note: Attach any supporting documents with this form as applicable	

Student Declaration & Signature			
I declare that the information I have provided in this form is true and accurate to the best of my knowledge. I understand that this complaint will be managed in accordance with the relevant Codes of Conduct, policies, and procedures of Project Controls Institute, Australia.			
Signature:		**Date:**	

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Administration Use Only:

Matter Referred to	CEO		Trainer & Assessor	
	Academic manager		Appeals Committee	
Comments of the Person Receiving the Form and Suggested Action				
Signature:			**Date:**	