



**Australian Institute
of Education and Training**

Student Complaint Form

Instructions to the Student:

- (1) Complete this Complaint Form and give it to your VET Coordinator at your School.
- (2) Clearly state what your Complaint is and provide any evidence that you have to support your claim.
- (3) All Complaints will be taken seriously and will be treated privately and confidentially.
- (4) If your Complaint is not resolved to your satisfaction by your School VET Coordinator, please e-mail this Student Complaint Form to info@aiet.edu.au, and the Director of the Australian Institute of Education and Training will respond to your Complaint.
- (5) You will be notified in writing of the outcome of your Complaint.

By filing in this Complaint Form you will be lodging a formal complaint.

We thank you for taking the time to notify us of your concern. We value your feedback and hope to be able to resolve your complaint as soon as possible.

This student Complaint Form, is part of the Australian Institute of Education and Training's Complaints and Appeals process, and the full Policies are located on the website: www.aiet.edu.au

First Name:

Last Name:

School Name:

E-Mail Address:

**VET
Coordinator:**

Complaint Details:

Describe your Complaint:



**Australian Institute
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What action have you taken to try to resolve the Complaint?

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How would you like the Complaint resolved?

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Student Declaration

I (the Student) declare that the information provided on this form is true and correct. I understand that consequences will occur if it is found that I have made a false Complaint.

Student Signature:	
Date:	
VET Coordinator Signature:	
Date:	