



COMPLAINTS FORM

Personal Details			
Family name		Student ID	
Address			
Email address		Mobile No.	

Details of Complaint	
Type of Complaint Tick any that apply	☐ Training ☐ Assessment ☐ Materials ☐ Campus ☐ Services ☐ Personal ☐ Behaviour ☐ Discrimination/Bullying ☐ Privacy ☐ Other
Does your Complaint involve another person (Trainer/Staff/Student)	☐ Yes ☐ No
If Yes, Please provide their name/s	
Evidence provided:	

☐ I have read and understood the NVR Education Complaints & Appeals Policy and I understand that I may be asked to attend a meeting to discuss my complaint in order to resolve the issue. I also understand that as part of the resolution process, other parties involved may be spoken to should it be required to resolve the complaint.

Describe the nature / circumstances of your Complaint

Describe the efforts made by the individual to resolve the Complaint



Describe the actions / resolution you are seeking to be implemented

Student Signature: _____ Date: _____
(Same signature as passport)

*** OFFICE USE ONLY ***

Assigned Staff Member

Details of Actions Taken:

Outcome:

Outcome provided by Email:

Staff Signature:

Date outcome provided: