

## COMPLAINT FORM

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*To be completed in the event of a student requesting a formal complaint be lodged.*

1. *Once completed, this form will be submitted to and actioned by the General Manager within 7 days of receipt*
2. *The student will be notified in writing of the outcome within 5 business days*

### Applicant details

Surname:	First name(s):	Date:
Are you a student: Current / Past	Student number:	
Address:		
Telephone contact:	Alternate contact:	
Email address:		

### Complaint details *(to be completed by student)*

*Should this complaint be about an individual, please state the details of that person and how they relate to you.*

Name of person:	
Position (if applicable):	Relationship to you:
What is the reason for the complaint: <i>(in your own words, briefly state what the complaint is about?)</i>	

### Information regarding the complaint: *(to be completed by student)*

Date:	Describe what happened:

Date: \_\_\_\_\_ Describe what happened: \_\_\_\_\_

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Date: \_\_\_\_\_ Describe what happened: \_\_\_\_\_

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**Were there any witnesses to any of the events which led you to make this complaint? If so, please add their details below.**

Name: \_\_\_\_\_ Contact telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Contact telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Contact telephone: \_\_\_\_\_

**Has this happened on previous occasions? Yes  No  If yes, briefly state the details**

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**Have you spoken to anyone at H&H about this complaint? Yes  No  If yes, briefly state the details**

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**Is there anything else you feel should be included with this complaint?** If yes, please add any notes in the space provided below

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**Name**

**Signature**

**Date**

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