



# STUDENT COMPLAINT APPLICATION FORM

The Student Complaint Application form must be lodged within 14 working days of the incident. This form and any supporting evidence should be submitted to Student Services. The student will be notified within 20 working days the outcome of their complaint. For further information please refer to the Student Complaint and Appeal Policy and associated Procedure available on the Australian Institute of Higher Education website: [www.aih.nsw.edu.au](http://www.aih.nsw.edu.au)

**USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.**

## PERSONAL DETAILS

<b>Title:</b> Mr      Ms      Other (please specify)	
<b>Family name:</b>	
<b>First name(s):</b>	Male Female
<b>Date of birth (dd/mm/yy):</b>	
<b>Student ID:</b>	
<b>Phone (home/mobile):</b>	
<b>Email:</b>	
<b>Full address:</b>	
<b>City:</b>	<b>Post code:</b>
<b>State:</b>	<b>Country:</b>
<b>Course:</b>	

## UNIT INFORMATION (IF APPLICABLE)

<b>Unit code:</b>	
<b>Unit name:</b>	
<b>Semester:</b>	<b>Year</b>
<b>Evidence provided:</b>	
<b>Grounds for complaint:</b>	
<b>Outcome sought:</b>	

## STUDENT DECLARATION

I declare that the information provided in this application is accurate. I have read and I understand the information about the complaints process in the Student Complaint and Appeal Policy and associated procedure.	
<b>Signature:</b>	<b>Date:</b>

**Privacy:** We recommend that you read the AIH's Management of Personal Information Policy and associated Procedure published on our website [[www.aih.nsw.edu.au](http://www.aih.nsw.edu.au)]

Return this form to:  
Australian Institute of Higher Education P/L  
Level 4, 451 Pitt St, Sydney NSW 2000  
Phone +(612) 9020 8050, Fax +(612) 8004 9286  
Email: [[studentservices@aih.nsw.edu.au](mailto:studentservices@aih.nsw.edu.au)]

## OFFICE USE ONLY

<b>Received by:</b>	<b>Received date:</b>
<b>Reviewed By:</b>	<b>Date:</b>
<b>Approved</b> <b>Diary Note</b>	<b>Declined</b> <b>Form uploaded in Student Management System</b>
<b>Comments:</b>	