

## **COMPLAINT FORM**

## **HOW TO APPLY**

- Please read the **Complaints and Appeals Policy and associated procedure** published on IGI's website before submitting this form.
- Complete this form within 20 working days of grievance arising.
- Please provide supporting evidence.
- Students will be notified within 10 working days of the outcome of their complaint.

□ Bachelor of Business Management       □ Bachelor of Digital Marketing         □ Associate Degree of Business Management       □ Bachelor of Entrepreneurship and Innovation         □ Diploma of Business Management       Start date: □ T1 □ T2 □ T3 Year:	Student ID: Fan	nily Name:	
COURSE  Bachelor of Business Management Bachelor of Digital Marketing Associate Degree of Business Management Bachelor of Entrepreneurship and Innovation Diploma of Business Management Start date: T1 T2 T3 Year:  COMPLAINT DETAILS  Type of complaint Academic Non-Academic Did you attempt to informally resolve/discuss your complaint with the relevant staff? Yes No Please provide a brief summary of your complaint:	Given Name(s):		Date of Birth:
Bachelor of Business Management Bachelor of Digital Marketing Associate Degree of Business Management Bachelor of Entrepreneurship and Innovation Diploma of Business Management Start date: T1 T2 T3 Year:  Type of complaint Academic Non-Academic Did you attempt to informally resolve/discuss your complaint with the relevant staff? Yes No Please provide a brief summary of your complaint:	Address:		
Bachelor of Business Management Bachelor of Digital Marketing Bachelor of Entrepreneurship and Innovation Diploma of Business Management Start date: T1 T2 T3 Year:    COMPLAINT DETAILS   Type of complaint Academic Non-Academic	hone: E-ma	ail:	
Bachelor of Business Management Bachelor of Digital Marketing Bachelor of Entrepreneurship and Innovation Diploma of Business Management Start date: T1 T2 T3 Year:    COMPLAINT DETAILS   Type of complaint Academic Non-Academic			
Associate Degree of Business Management Diploma of Business Management Start date: T1 T2 T3 Year:  COMPLAINT DETAILS Type of complaint Academic Non-Academic Did you attempt to informally resolve/discuss your complaint with the relevant staff? Yes No Please provide a brief summary of your complaint:	COURSE		
□ Diploma of Business Management Start date: □ T1 □ T2 □ T3 Year:  COMPLAINT DETAILS  Type of complaint □ Academic □ Non-Academic □ Did you attempt to informally resolve/discuss your complaint with the relevant staff? □ Yes □ No  Please provide a brief summary of your complaint:	☐ Bachelor of Business Manageme	nt	$\square$ Bachelor of Digital Marketing
COMPLAINT DETAILS  Type of complaint  Academic Non-Academic  Did you attempt to informally resolve/discuss your complaint with the relevant staff?  Yes No  Please provide a brief summary of your complaint:	☐ Associate Degree of Business Ma	nagement	$\square$ Bachelor of Entrepreneurship and Innovation
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Did you attempt to informally resolve/discuss your complaint with the relevant staff?  ☐ Yes ☐ No Please provide a brief summary of your complaint:	Type of complaint		
☐ Yes ☐ No Please provide a brief summary of your complaint:	☐ Academic ☐ Non-Academic		
Please provide a brief summary of your complaint:	Did you attempt to informally resolv	e/discuss your con	nplaint with the relevant staff?
	☐ Yes ☐ No		
What outcome are you hoping to achieve from this complaint?	Please provide a brief summary of y	our complaint:	
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SUPPORTING DOCUMENTATION		
Are you submitting supporting evidence v	vith this forr	m?
☐ Yes ☐ No		
STUDENT DECLARATION		
$\square$ I declare that the information provide	d by me or	n this form is true and correct.
$\square$ I have read and understood the $\mathit{Com}_{p}$	plaints and	Appeals policy and associated procedure.
$\square$ I agree and give my permission to IGI	to the rele	ease of personal information for the purpose of resolving this
complaint.		
		_
Student's Signature:		Date:
IGI USE ONLY  COMPLAINT RECEIVED		
Evidence provided:	□No	Date Received:
Notes:		
Notes.		
Approved By:		
Name		Position:
Signature:		Date:
Student advised in writing:   YES		Recorded on student file: ☐ YES