

Student Complaint Form

Fashion & Design Institute

Before making a formal complaint, students should first read the Student Complaints Procedure.

Students should attempt, in the first instance, to resolve a concern by using a direct and informal approach to the individual concerned wherever possible.

If a complaint includes allegations about another individual, that person will be provided with a copy of all relevant documentation, including a copy of this completed complaint form.

Completed student complaint forms are to be sent to the Head of Learning (For Academic nature complaints) or Administrative Officer, Administration Dept (For other complaints) in a sealed envelope marked 'Student Complaint, Confidential'.

YOUR DETAILS

Full name:

Student ID:

ADDITIONAL DETAILS

Address:

Country:(applicable for foreign students)

Email:

Cell Phone:

DEPARTMENT

Department:

Location:

DESCRIBE YOUR COMPLAINT (ATTACH ADDITIONAL PAGES IF NECESSARY)

SUPPORTING DOCUMENTATION

Tick one

I have **supporting documentation or other evidence to supply with my complaint** (for example letters or emails between you and the school/provider, student handbooks, records of meetings, marketing materials, training plans)

I do not have supporting documentation

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WHAT STEPS HAVE YOU TAKEN TO RESOLVE YOUR COMPLAINT?

WHAT IS YOUR DESIRED OUTCOME?

Student Signature:

Date:

Office Use Only

Date Received: _____

File Number: _____