



Complaint Lodgement Form

Please read TACIS Complaint and Appeal Policy and Procedure for details via www.tacis.edu.au.

Student Details			
Student Name		Student ID	
Course Name			
Contact Details in Australia			
Address			
Phone/Mobile No.		Email	
Details of Complaint (if more space is required, please use the back of this form).			
Student Declaration: I hereby declare that all the information and documents provided are true and genuine.			
Student's Signature:		Date:	
For Office Use Only			
Received by:		Date:	
Actioned by:		Date:	
Action Taken by the Course Coordinator or his representative.			
Details of action(s):			
Signature:		Date:	
Was the student notified of the outcome by letter or email?		Yes	No
Have the documents been filed in the student's admin folder?		Yes	No
Actioned and filed by		Date:	
Student Acknowledgement (to be completed when student receives the complaint outcome).			
<p>I confirm that I have received the complaint result and that I agree with the outcome.</p> <p>I confirm that I have received the complaint result. I DON'T agree with the outcome. I will not continue to pursue this issue.</p> <p>I confirm that I have received the complaint result. I don't agree with the outcome. I will pursue further to have the matter resolved.</p>			
Student's Signature: _____		Date: _____	