

Student Complaint Form

Family Name:		Date:	
Given Name:			
Student Number:		Class:	
Student's RMIT email address:			

RMIT Training staff will reply to your RMIT email address. Please check this regularly.

I have a problem with:

- Class
- Teacher
- Classmate
- Other _____

Please write a detailed description of your complaint:

For Office use only:

Date & time received:

Received by:

What have you done to try to resolve the complaint?

What would you like to happen? Do you have a suggestion that would help with this issue?

For Office use only:

Actioned by:

Action:

.....

.....