

Student Complaint / Appeal Form

This form will be applied on the students who want to lodge a complaint or appeal. Complete this form and forward it with all the supporting documents to Institute of Business and Management (Victoria)'s administration staff or on info@ibm.vic.edu.au . Please make sure to read 'Complaints and appeal policy and procedures' before you fill this form. Policy is available on www.ibm.vic.edu.au

Student Details:

Students Name:			
Student I.D.:		Date:	
Course/s Enrolled in:			
Email Address:		Contact Number:	
Address			

Complaint / Appeal Details (please attach supporting evidence)

Please explain the type of your complaint or appeal including all the details, dates, time and any people who are related to complaint or appeal

Complaint Appeal

Student Name & Signature		Date:	
Please return this completed form to the college. If sending by email, please send to info@ibm.vic.edu.au			

Office Use Only			
Institute's Staff Signature:		Date:	
Comments:			