

Student Complaint / Appeal Form

Student Details:

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 I.D.: 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 Appeal	Students Name:		
Email Address: 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	Student I.D.:		Date:
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and any people who are related to complaint or appeal	Complaint / Appeal De	etails (please attach suppo	orting evidence)
	Please explain the type of	f your complaint or appeal	including all the details, dates, time
Complaint Appeal	and any people who are i	related to complaint or app	peal
	☐ Complaint	□ Appeal	



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			Date:				
Signature:							
Comments:							

Student Name & Signature