

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

Section A- Student Details			
Student Name		D.O. B	
Student Id		Email	
Contact Number:		Date:	
Course enrolled in:			
Postal Address:			
Section B - 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			
<input type="checkbox"/> Complaint <input type="checkbox"/> Appeal			
Section C - Declaration			
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			
Request:			
Institute's Staff Signature:		Date:	
Comments:			