



Complaints Form

By filing in this form, you will be lodging a formal complaint.

This form serves to begin the complaints process and must be lodged to the Student Services on info@aioe.edu.au.

We value your feedback and hope to be able to resolve your complaint as soon as possible. You will receive a confirmation receipt within 7 working days.

Date: _____

Name: _____

Contact Number: _____

Email Address: _____

Please detail your concern in full, giving as much detail as possible.

Signature: _____

WE WILL BE IN CONTACT WITHIN 7 DAYS, THANK YOU.



OFFICE USE ONLY

Received by: _____ Complaints Number Issued: _____

Date: _____ Given to DOS: _____

Action Taken (meetings, investigation, interviews and formal hearings). Attach all documentation

Record of decision and any further recommendations for action (improvement, corrective or preventive actions)

Date issued: _____ Follow up date: _____

Specify improvement possible based on complaint: _____