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FORMAL COMPLAINT AND APPEAL FORM

This form is to be used to lodge a formal complaint or appeal to ITHEA. It should only be used after all informal avenues for resolving disputes have taken place. For further information see Student Manager.

Student details:

First Name:	**Last Name:**		
Address:			
Email:	**Telephone/Mobile:**		
Student Number:	**Select ONE:**	Domestic	International
Course:	**Trainer:**		
Person communicating with student (if not Trainer)		**Date:**	

Select ONE

Complaint ☐	**General Appeal** ☐	**Assessment Appeal** ☐

Please state the nature of your complaint or appeal including dates, times and other people involved.

This is a true and accurate record of my concern or complaint.

Student signature **Date**

Student Manager **Date**