



WINDSOR INSTITUTE OF COMMERCE

A.B.N. 19 080 559 600
RTO No. 90501

CRICOS Provider Code: 01856K

T. +61 2 9283 4388
F. +61 2 9283 0748
E. info@windsor-ic.com.au
www.windsor-ic.com.au
Level 5, 127 Liverpool Street
Sydney NSW 2000 Australia

Student Complaint form

- Please submit directly to the Student Services Department
- It may take up to 10 working days to review the complaint from the date of submission

Student Personal Details:			
Student ID:		Course:	
Family Name:		Given Name:	
Contact Number:		Email:	
Address:			

Complaint Description:			
I request the college to address the following issue/complaint (please select):			
<input type="checkbox"/>	Academic	<input type="checkbox"/>	Financial
<input type="checkbox"/>	Procedural	<input type="checkbox"/>	Personal
<input type="checkbox"/> Other, please specify:			
Location of Issue (If appropriate):			
Date & Time:			
Briefly describe the issue/complaint (Attach separate sheet if required):			

Declaration	
I declare that all the information I have given above is correct and complete.	
Student Signature: _____	Date: ____/____/____
Received by:	
Name: _____	Signature: _____ Date: ____/____/____

Office Use Only							
Issue discussed with (staff name):				Date:		/ /	
Comments:							
Resolved:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Refer to:		
Principal Review:				Date:		/ /	
Record Updated	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Date:	/ /	