



Student Complaints, Grievances & Appeals Form

***This form must be submitted to the CEO at:
314/1 Queens Road
Melbourne VIC 3004 or education@iit.edu.au***

IIT strives to deal with appeal issues as soon as they emerge, in order to avoid further disruption or the need for a formal complaint process.

CONTACT DETAILS

Title: Mr/Mrs/Ms/Miss/Dr	First Name:	Middle Name(s):	Surname:
	_____	_____	_____
	Preferred Name:	Date of birth: ____/____/____	Gender: Male/Female
	_____	_____	_____
Mobile:	Work #:	Email:	
_____	_____	_____	
Postal Address:		Suburb:	
_____		_____	
State:	Postcode:	Country:	
_____	_____	_____	
Student Enrolment No.	Course Enrolled:		
_____	_____		

I _____ am submitting this form to the International Institute of Technology based on a: Complaint Appeal Grievance

NATURE/GROUNDS OF COMPLAINT/APPEAL/GRIEVANCE

Student Complaints, Grievances & Appeals Form

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Student Name: _____

Student Signature: _____

Date: ____ / ____ / ____

The CEO will respond to the complainant in writing within 5 working days. If the complainant is not satisfied with the outcome they may request a review of the case. This request must be in writing to the CEO who will confirm receipt within 48 hours.

The complainant will be notified of the outcome of the review within 5 working days or will be notified if this is not possible.