# Complaint or Appeal Lodgement Form

Students who wish to lodge a complaint or appeal should use this form. You must supply with this form all documentation which is relevant to your complaint or appeal. You should submit the completed form and the supporting documents at the reception desk. Please refer to your copy of the VACTS Student Handbook for complete information about the complaints and appeals process.

| | | | |
|---|---|---|---|
| Student Number | | Student Name | |
| Mobile phone number | | Email address | |
| Mailing address | | | |
| Course in which you are enrolled | Code | | Name |

**Details of your complaint or appeal**

You must provide detailed information about your complaint or appeal. You should attach as supporting evidence all relevant documents. If there is insufficient space here, you should continue on a separate page or pages.)

| | |
|---|---|
| Signature | |
| Date | |
| (VACTS internal use only) Lodgment Number: | |