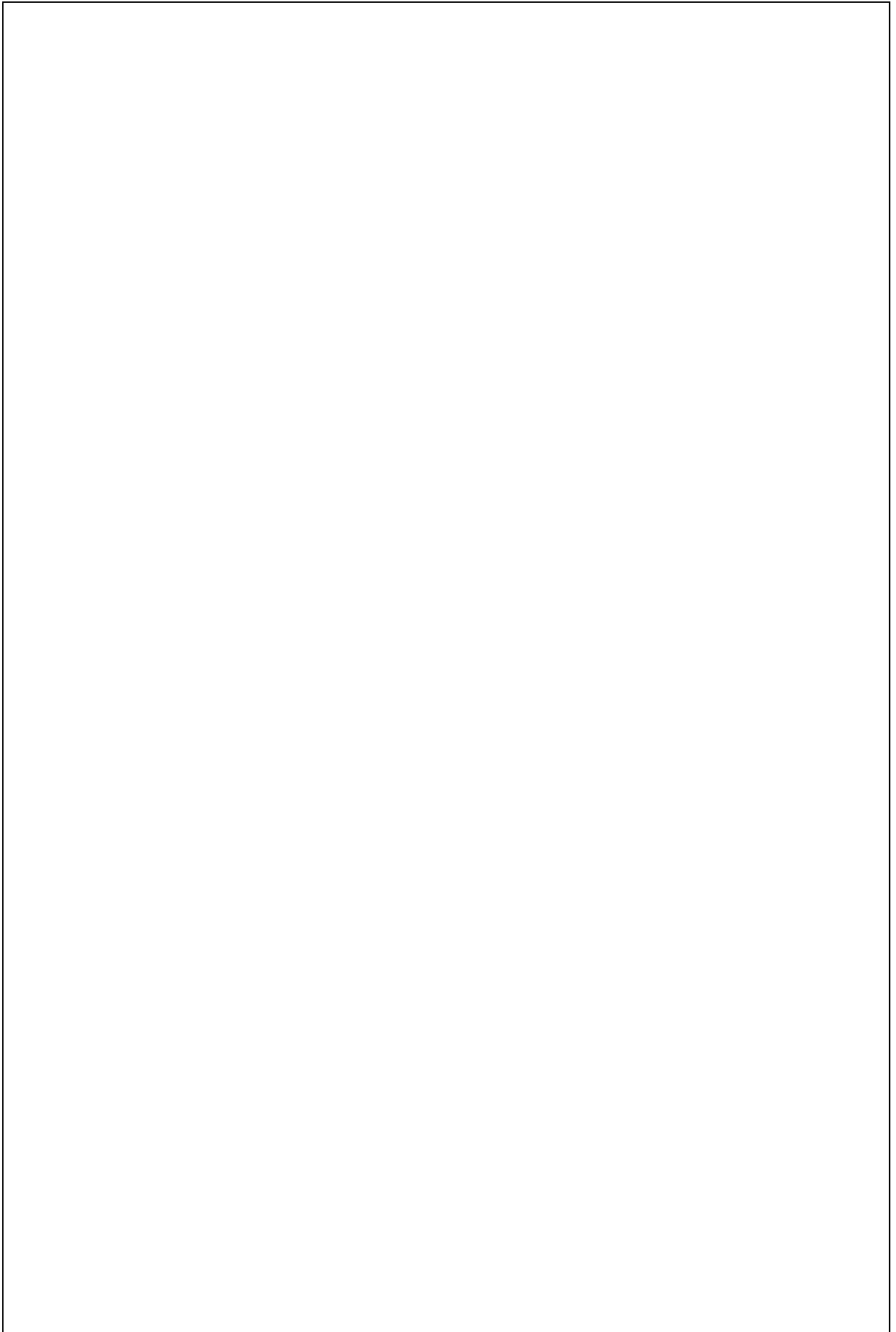




## Complaints and Appeals Form

|   |  |
|---|--|
| <b>Name</b>   |  |
| <b>Family Name</b>  |  |
| <b>Student Id</b>   |  |
| <b>Address</b>  |  |
| <b>Email:</b>   |  |
| <b>Telephone number</b>   |  |
| <b>Course code &amp;Name</b>  |  |
| <b>Educator</b>   |  |
| <b>Type of Incident:</b>  | <input type="checkbox"/> Complaint <input type="checkbox"/> Appeal |
| <b>Date</b>   |  |
| <b>Describe the nature of the Complaint/ Appeal:</b><br>(Attach additional papers if you need more writing space)   |  |
| <b>Describe any efforts made to resolve the issue:</b><br>(Attach additional papers if you need more writing space) |  |

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|---|-----------------------------|-----------------|-------------|---------|-------------|-------|
| Document Name   | Complaints and Appeals Form | Company name    | MITT        | Issued: | July 2024   | Ver 4 |
| Authorised by QMC   |                             | CRICOS # 03529J | RTO # 41577 | Review: | 24 months   |       |
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|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

|                          |  |             |  |
|--------------------------|--|-------------|--|
| <b>Student Signature</b> |  | <b>Date</b> |  |
|--------------------------|--|-------------|--|

**Office use only**

**Detailed action taken:**

|  |
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|  |
| <b>Continuous improvement Record (CIR) made</b> <input type="checkbox"/> <b>yes</b> <input type="checkbox"/> <b>No</b> |
| <b>Date CIR raised</b> _____ <b>Allocated CIR number:</b> _____  |
| <b>Signature:</b>  |

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|   |                             |              |         |           |             |       |
|---|-----------------------------|--------------|---------|-----------|-------------|-------|
| Document Name   | Complaints and Appeals Form | Company name | MITT    | Issued:   | July 2024   | Ver 4 |
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