

# Student Complaints/ Appeals Form

Please complete all information and submit to reception for investigation.  
CCEB will then contact you to let you know of the outcome.

## Student Details

Family Name: ..... Student Number: .....  
 First Name: ..... Date of Birth: .....  
 Email: ..... Phone Number: .....  
 Type of Visa: ..... Visa Expiry Date: .....  
 Course: .....

## Reason (Please select)

Complaint:  ELICOS  VET  Other  
 Have you spoken to a staff member about this complaint?  No  Yes I spoke to .....  
 If possible, issues should be raised with a CCEB staff member first as per the CCEB complaints process before submitting a formal complaint.

Appeal:  Against intention to cancel letter due to unpaid fees  
 Against intention to cancel letter due to unsatisfactory attendance  
 Against intention to cancel letter due to unsatisfactory progress  
 Against intention to cancel letter for other reason

## Please state the nature of your complaint or appeal including dates, times etc:

.....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

Copy of any supporting documents attached?  Yes  No

Student Signature: ..... Date: .....

Guardian Signature (if student is under 18): .....

Office use only		
	Date	Initial
Received		

CCEB to complete response page