

Sydney Institute of Interpreting and Translating

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Complaint Lodgement Form

Please read SIIT Complaint and Appeal Policy and Procedure for details via www.siit.nsw.edu.au

Student Details					
Student Name		Student ID			
Course Name		,			
Contact Details in Australia					
Address					
Phone/Mobile No.		Email			
Details of Complaint (if more space is required, please use the back of this form).					
Student Declaration: I hereby declare that all the information and documents provided are true and genuine.					
Student's Signature:			Date:		
For Office Use Only					
Received by:			Date:		
Actioned by:			Date:	Date:	
Action Taken by the Course Coordinator or his representative.					
Details of action(s):					
Signature:		Date:	Date:		
Was the student notified of the outcome by letter or email? Yes		No			
Have the documents been filed in the student's admin folder? Yes		No			
Actioned and filed by			Date:		
Student Acknowledgement (to be completed when student receives the complaint outcome).					
I confirm that I have received the complaint result and that I agree with the outcome.					
I confirm that I have received the complaint result. I DON'T agree with the outcome. I will not continue to					
pursue this issue.					
I confirm that I have received the complaint result. I don't agree with the outcome. I will pursue further to have					
the matter resolved.					
Student's Signature: Date: _			e:		