

Complaint Form

This form should be used to make a formal complaint or appeal about any aspect of the services provided to you by Sydney Metropolitan International College or about our staff, trainer/s, another learner or a third-party providing services on our behalf.

Please include as much information as possible about your complaint as this will help us to resolve your complaint or appeal more efficiently.

STUDENT DETAILS

Name:	
Student ID:	
Address:	
Email:	
Phone:	

COMPLAINT DETAILS

Please describe your complaint, including as much information as possible including relevant dates and persons involved. Attach any supporting evidence and reference them in your description.

What would you like the outcome of this complaint to be?

Include any other comments and feedback.

DECLARATION

I declare that the information provided by me to the best of my knowledge is accurate and truthful and can be used to investigate the complaint.

STUDENT SIGNATURE	
DATE	

Please submit this form personally to the Student Support Section or via email at support@smic.edu.au.