



Complaints & Appeals Form

This form should only be used to lodge an official complaint about a matter which the staff member has found to be offensive, discriminatory or derogatory in any aspect of their life at Australian National Institute of Management.

Student Details		
Name:		
Student ID:		
Course:		
Reason for or Nature of Complaint		
Your Complaints Details: (Please provide as much details as possible) Note: Attach any supporting documents with this form as applicable		
Student Declaration & Signature		
All the information I have provided in this form is true and accurate. I also understand that this complaint will be dealt with according to Australian National Institute of Management relevant Codes of Conducts, policies and procedures.		
Sign:	Date:	

ADMIN use only:

Matter Referred to	CEO	Course Coordinator
	Academic manager	Appeals Committee
Comments of the Person Receiving the Form and Suggested Action:		
Signature		Date: