

## Student Suggestions / Complaints Form

*Instructions: Students, who wish to lodge Suggestions or Complaints, please fill this form and hand it to Student Services Officer or email to [info@rhodescollege.vic.edu.au](mailto:info@rhodescollege.vic.edu.au).*

Personal Details	Student Name
	Student Id
	Course Name <span style="float: right;">Batch No</span>
Suggestion <input type="checkbox"/>	Is this related to Academic? <input type="checkbox"/> Yes <input type="checkbox"/> No
Complaint <input type="checkbox"/>	Is this related to Academic? <input type="checkbox"/> Yes <input type="checkbox"/> No

### Details of the Suggestion(s) / Complaints

(Attach any supporting documents if relevant)

**Student signature:**

**Date:**

### Office Use Only

Received by:

Received Date:

Submit this filled form to Coordinator/VET Coordinator if the suggestion or complaint is related to Academic or Student Administration Officer for all other matters.

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**Remarks of Coordinator/ VET Coordinator (for Academic suggestions or complaints) or  
Student Administration (for all other suggestions or complaints)**

Signature:	Date:

**Remarks of CEO**

Signature:	Date:

Is the outcome communicated to the student?       Yes       No

Signature:      Date:

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