

Student Complaints Form



International Programs
Thongsook College



Before making a formal complaint, students should first read the Student Complaints Policy available at:
<http://www.thongsook.college/>

Students should attempt, in the first instance, to resolve a concern by using a direct and informal approach to the individual concerned wherever possible.

If a complaint includes allegations about another individual, that person will be provided with a copy of all relevant documentation, including a copy of this completed complaint form.

Please note that there are other Thongsook College policies and procedures to deal with student or staff misconduct, harassment or sexual harassment, and assessment difficulties.

Completed student complaint forms are to be sent to studentcomplaints@thongsook.college

YOUR DETAILS

Full name:

Student ID:

PERMANENT POSTAL ADDRESS

Where you can be reached at any time of the year

Street Number and Name:

Suburb:

Town/City:

Country:

Telephone:

Email:

Cell Phone:

TERM POSTAL ADDRESS

Your address during term time including summer school (only required if different to permanent address)

Street Number and Name:

Suburb:

Town/City:

Country:

Telephone:

Email:

Cell Phone:

COLLEGE OF STUDY

Collage/Faculty of Study:

Location:

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DESCRIBE YOUR COMPLAINT (ATTACH ADDITIONAL PAGES IF NECESSARY)

WHAT STEPS HAVE YOU TAKEN TO RESOLVE YOUR COMPLAINT?

WHAT IS YOUR DESIRED OUTCOME?

Student Signature:

Date:

Office Use Only

Date Received: _____ File Number: _____ College/Faculty/Division _____