

# Complaint Form

## PART A: APPLICANT INFORMATION

Name:  Date:

Name of the section of CIT your complaint concerns (CIT location), if applicable and known:

Your relationship to CIT:  Your CIT ID number: CIT

Contact number:  Alternative contact number:

Street Address:

Suburb:  State:  Postcode:

Email:

## PART B: INFORMATION ABOUT YOUR COMPLAINT

If your complaint is about a particular person or persons, please identify the person, their position and how they relate to you.

Name of person/s:

Position:  Relationship to you:

What is the nature of your complaint?:

Please briefly state your allegation(s), the alleged 'wrong doing' only. Some examples are provided.

1. *I have been subjected to harassment by my teacher, Fred Jones over the last six months on several occasions.*
2. *I was not provided with the assessment requirements for my course in a timely manner.*
3. *My teacher Julia White consistently turns up late for class and is disorganised and unprepared.*

### ALLEGATION(S)

**PART B: INFORMATION ABOUT YOUR COMPLAINT – *continued***

Please provide specific details of the events that occurred, in chronological order, and name the person(s) your complaint concerns. If your complaint relates to a specific incident (or incidents) it is useful to provide approximate dates, times and records of what was said (as far as you can recall). Please attach additional information as required.

Date:  What happened:

Date:  What happened:

Date:  What happened:

Date:  What happened:

Date:  What happened:

Date:  What happened:

Date:  What happened:

Have there been any witnesses to any of the events? If so, please list their name and contact number.

Name:  Contact number:

Name:  Contact number:

Name:  Contact number:

Name:  Contact number:

**PART B: INFORMATION ABOUT YOUR COMPLAINT – *continued***

Has this happened before?  Yes  No If yes, please provide details of the previous incidents:

Have you told anyone at CIT (for example, your teacher or College Director) about your complaint either informally or formally?  Yes  No

If yes, who have you told about your complaint and what action (if any) have they taken?

Is there any other information you would like to include?

Signature:

Date:

The personal information on this form is being collected under the principles of *The Information Privacy Act 2014 (ACT)* to enable CIT to process your Complaint.

**SUBMIT FORM**

***\*There is no cost to have your complaint addressed.***